

**CERTIFIED PUBLIC MANAGER
PROGRAM
GRANTS MANAGEMENT
INFORMATION SYSTEM
(GMIS)**

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SEP. 21 2004

STATE DOCUMENTS

Ginger P. Dukes

STAFF AND CUSTOMER SERVICE SATISFACTION

GRANTS MANAGEMENT INFORMATION SYSTEM

INTRODUCTION

The major function of the South Carolina Department of Public Safety, Office of Justice Programs (OJP), and the Office of Highway Safety is to award grants to qualifying agencies within the state of South Carolina. The Department of Public Safety is the State Administrative Agency designated by the Governor to administer specific federal funds that South Carolina receives from the Department of Justice and the National Highway Traffic Safety Administration. The Office of Justice Programs, and the Office of Highway Safety, receives over 1200 applications each year with an average application containing twenty-six pages. Prior to 2003, all information regarding each applicant, as well as the application that is received, is in hard copy form. This is a tremendous amount of paperwork that has to be filed for each applicant and this process occurs multiple times during the year. One of the problems that the agency has been faced with for a number of years is the amount of required paperwork for each award and the problem of file space. Not only is the amount of paperwork an issue, but the amount of data that has to be captured for each application is very time consuming, and it is all done repetitiously for each application.

A FoxPro database has been used for the past seven years to capture pertinent information and was merged with a word document for letters sent to agencies receiving awards as well as legislative delegations in each count. Information such as the applicant's name, address, district information and the addresses of all state, county, and

district representatives have been entered into this database. All other information that is pertinent to an application has been maintained in hard copy form which was not easily accessible.

In January of 2001, the Office of Justice Programs, Office of Highway Safety, Information Technology Office (ITO) and the Grants/Accounting Division met to discuss the feasibility of investing in a Grants Management System. Other states had begun to develop them and the Bureau of Justice Assistance was also beginning to require that grants be submitted electronically. In reviewing the workflow patterns within the divisions, as well as the labor-intensive forms and process that occurs with each application, it was determined that an automated central data repository would be a tremendous asset to the grant process. Not only would there be a decrease in the amount of paperwork required for each application, but the process would be much more user friendly for staff and those applying for funding. Through an enormous amount of research by each division, a proposal was developed by ITO. Vendors were notified and offered the opportunity to make a formal presentation to a committee comprised of staff members from each division. The criteria used for choosing the vendors to participate were:

- 1) Offertory's qualifications and experience, and qualifications of proposed key personnel
- 2) Proposed approach, methodology, support and system capabilities and functionality
- 3) Oral presentation (limit of 2 hours)
- 4) Total Cost
- 5) References

Three vendors were chosen to make presentations. Each vendor demonstrated their product as well as tied their product into how it could be used to enhance the grants tracking that was in place. Once the demonstrations were completed, each division was provided a cost estimate by ITO of what it would cost to implement a Grant's Management System. The next step was then to determine how to pay for the system and what each division could contribute towards the cost of a system, as well as the maintenance of the system. Additional meetings were held and due to extreme budget cuts, no division could absorb the cost necessary to purchase a grants management system from the vendors chosen at that time. The ITO division continued to research ways in which a system could be developed at a lower cost. In the spring of 2002, ITO determined that through the use of the Smart Person Contract through the Budget and Control Board, a system could be developed over a period of time at an acceptable cost. A technology company was contracted with to begin the development of a Grant's Management System that would evolve in phases of deliverables. The initial tier was to develop the backbone of the system that would consist of report modules to generate award letters and forms. All information that was available through grants presently funded and information from Grants/Accounting would develop the core data base. This would be for the internal workflow process. As funding became available, external deliverables would begin.

The Juvenile Justice Division was the first to begin implementing the GMIS that would initially allow for caseload management internally. The Criminal Justice Division was to follow within a month or two. At about the same time the initial phase was to be completed, the Drug Control and System Improvement Solicitation for FY2003 had been

mailed to local units of governments, law enforcement agencies and state agencies. A decision was made to bring the Criminal Justice Division onto the Grants Management System (GMIS) sooner. This began Phase 2 and the decision was to develop the web based application that would enable applicants to apply on line via the Internet. Much of the backbone of the system had been developed and the web-based application would be a critical part of the construction.

In January of 2003, for the first time applicants were offered the opportunity to use a web based system to apply for funding. There was a great deal of concern by staff as to whether or not this would work since it had not been piloted prior to going live. However, there was a willingness by all to gradually move towards complete automation of the grants program. Approximately 50% of all applicants in 2003 applied via the Internet, and the others applied through the normal paper application process. There were a number of problems initially, which were not easily solvable, such as a standardized numbering system that would automatically assign numbers to grants as they are submitted and loss of data once it was input. However, the biggest problem was the level of confidence in the system by users, both staff and outside applicants (customers).

Costs continued to be a factor through the development of the initial phases of the project in the first year. As funding became available, the system was piece mealed to handle the various problems that resulted from the lack of understanding by the developer of the grants process, end product not being what was expected, no help desk or written instructions by vendor, and a lack of training for employees on the various uses of the system. The Office of Justice Programs continues to be engaged in the development of a

system that is usable but lacks the ability to make the workflow process easier for both internal and external users.

PURPOSE OF THE PROJECT

The purpose of this project is to develop and conduct a satisfaction survey of Office of Justice Programs staff and customers of the Grants Management Information System (GMIS). This survey, as well as the continuous review and changes to the system and its processes will play an important part for the continued development and improvement of the GMIS. The Office of Justice Programs has always sought ways to implement a grants process that is user friendly and progressive. With the support of the ITO division, OJP is seen as a visionary by ITO administration in comparison to other divisions in technology development and its use. The GMIS system serves as a means to continue the goals set forth in the division's mission statement, which is to strive to make the "Customer Number 1". This project will provide valuable information regarding the needs of OJP, its customers, and at the same time promote the development of functional specific program implementation and service delivery.

The survey results will provide baseline data about how individuals view the system and what changes could be made to improve the GMIS as it exists in its present state. This project is the beginning of a continuous improvement with users as to how it can be user friendly and what additional tasks it could perform that could be beneficial to everyone.

PROJECT DEVELOPMENT AND IMPLEMENTATION

This project has three phases: developing the appropriate survey instrument, conducting the survey and analyzing the results.

Contacts were made with other State Administrative Agencies across the United States who had GMIS to see if they had conducted any customer service surveys. It was found that none existed in these states. There were different levels of business practices and functional requirements of each GMIS system; however, in each of the ten systems reviewed, there were no opportunities for user feedback regarding the system. Thus, the questionnaires were developed through research and input from staff and administration.

Developing the appropriate survey that could be used for both staff and customers was very time consuming. Questions had to be developed that would provide results that would be beneficial to the needs of the customers as well as the staff. A three-part questionnaire was developed for the Staff Survey. **(See Appendix A)** The first format that was used was the Likert-type format using the agree-disagree continuum. The second format was to circle time frames of use and the third format used open ended questions. For the Customer's Survey, a two-part survey was used. **(See Appendix B)** The Likert-type format was used for the first ten questions and an open-ended approach for the three final questions. Once the questionnaires were developed, a cover letter was included that would explain the rationale for the survey with a request for a return date. **(See Appendix C)**

The Staff Survey questions identified key elements that would be beneficial in the use of the system and their satisfaction in each of those key areas. The survey posed two questions regarding the time spent using the system. Three open ended questions allowed for written input that asked questions regarding how the system could be improved, its greatest strengths and its greatest weaknesses.

The Customer Survey questions identified accessibility to the system, ease of use versus paper applications, navigational ability and submission ability. The survey also included open-ended questions regarding how the system could be improved, its greatest strengths and its greatest weaknesses.

SURVEY SELECTION PROCESS

Due to the newness of the system, only staff and those who applied for funding for the FY 2003 Byrne funds via the GMIS system were asked to respond to the survey since they were the initial users to the system. Budget cuts were also a concern in getting surveys out to users. As a requirement of funding, each agency that receives grant funds must provide an e-mail address for correspondence purposes. It was decided that all correspondence would be done through e-mail rather than mailing individual letters as a cost savings measure. **(See Appendix D)** Agency employees were also e-mailed the questionnaire and asked to respond by placing it in a box designated for survey results. Twenty staff members were sent the survey and there were eight responses, or 40% of those surveyed. It can only be assumed that employees failed to respond due to the fact that most do not use the system since their program is not presently on the GMIS. In addition, there was not any follow up with staff or customers to encourage participation. In the future, this will be done. Customers were e-mailed the survey and requested to fax their results. Initially fifty-six customers were e-mailed with only fifty actually receiving the e-mail due to insufficient addresses. There were twenty-five responses, or **55%**.

SURVEY RESULTS

The survey identified strengths, weaknesses and improvements that could be made to the GMIS system. The graphs (**Appendix E**) provide a look at the results of the survey from OJP staff and external customers.

Overall, OJP staff agreed that the system itself is easily accessible, and the information within the system could be easily accessed. They also believed that it is a viable means of organizing grant information. However, only 13% of the staff believe that it has been instrumental in reducing the amount of paperwork they do daily and are split at 25% agreeing and 25% disagreeing on seeing it as an important tool in processing applications efficiently. The most glaring statistic was that 50% of the staff responded that the training that was provided by the vendor was insufficient in meeting their needs in understanding how the system works. This would lead the reviewer to believe that had more training been provided on the varied uses of the system, as well as task specific training, the daily use of the GMIS system would be much greater than 25% and hopefully the level of satisfaction higher.

The staff survey answers to question 10, 11, and 12 also provide additional information on what they see as both strengths and weaknesses of the system. Statements concur with the need for more training and that reports are difficult to use. It is stated a number of times implementation has been costly and with the way the system is in its present state, it is a waste of money. Strengths of the system were that information was easily accessed from the desk rather than a file, eventual lowered cost to SCDPS, and the increased efficiency of the process.

Staff recommendations for improvement to the system were better functionality, more consistency in performance, ease in producing reports, queries and letters, all programs become a part of the GMIS system and complete the financial component of the system.

Survey results from the Customer surveys were quite different from staff perspectives. Eight of the nine questions for external users related to the functionality of the system. Of the eight questions asked, an average of 38% of the customers strongly agreed that the system's functionality is very good. Eighty percent of the respondents reported that the electronic version was more efficient than the "Word" versions, and overall, liked the electronic submission of grant applications. The only area in which there was concern is that 20% of the customers strongly disagreed that application printed out in an easy and readable format.

Customer survey answers to questions 10, 11, and 12 provided excellent information on how external users view the GMIS system. The greatest weaknesses seen by the users were text that disappears from time to time, printing continues to be difficult in that text is often cut off, difficulty in moving from screen to screen and that other functions regarding the application process are done in hardcopy rather than on the GMIS system. The strengths as seen by the customers are numerous. Forty percent of the comments related to the convenience, security and the automation of the grant process. Most liked the fact that it was paperless, easy to use and the time savings to submitting applications electronically was tremendous.

Improvements that were indicated by external users were that there was very little in the Help section to help with questions or problems regarding the system. Many

respondents wanted to see additional functions be added such as the submission of fiscal and progress reports on line and all grant programs in OJP be placed on the GMIS system.

Given the differences in surveys, there was little to compare across the two surveys. In addition, it is obvious that the GMIS addresses the different needs of staff and customers. However, it does appear that the GMIS marks a new beginning that in general terms appears to be positive to those involved.

Several themes emerged from the overall input from both staff and customers that responded to the survey. Both agreed that the GMIS system is a convenient way for agencies to apply for grant funding and that the system is an easy way to access grant information electronically. Both also agreed that more and better training for users is vital in understanding the overall system and all the tasks that it can perform that would increase the usage of the system. Customers and staff would like to see additional functions added that would allow for revisions, requests for payments as well as progress reports reported on line.

Finally, in reviewing the responses from both surveys, there are noteworthy differences in how they view the GMIS system. It is evident that the external users see it as a very viable system and like the ease of reporting on line and having less paperwork to provide to OJP. However, staff sees the system as having many flaws in the system. They also stated that additional funds need to be used to make the system work as it should and complete the build out of the system, and all programs should now be using the system.

RECOMMENDATIONS

Recommendations for steps that need to be taken to have a GMIS system that meets the needs of all of its customers:

- (1) To develop a plan that recognizes real and perceived weaknesses of the system and develops strategies to improve the system.
- (2) To dedicate staff to the system that is responsible for providing system maintenance, upgrades, and constant support to external customers and staff.
- (3) To identify the total cost of administering GMIS and prorate the cost into the planning and administrative budgets.
- (4) To identify and provide for the training and education needs that enhances the use of the GMIS system and boost confidence in its users.
- (5) To expand the number of programs using GMIS to provide consistency to staff and customers that receive funding from more than one program within OJP.
- (6) To conduct yearly customer/staff surveys to continue to focus on staff/customer satisfaction and recommendations for improvement.

It is expected that if these recommendations are implemented, we would see and increase in both the level and satisfaction in the use of the GMIS system.

IMPLEMENTATION

In the fall of 2003, just prior to the results of the surveys being e-mailed, it was determined that no funds would be available to provide continued development and support to the GMIS system for this budget year. The Office of Justice Programs met with ITO staff to request support from them to continue the use of the GMIS system for

the 2004 grant cycle. Because no ITO staff members were involved in the development and implementation of the GMIS system once the contractor was hired, a tremendous amount of educating had to be conducted as well and research on their part to learn about the GMIS system. They are presently supporting the system as best they can although they have other duties and responsibilities within the ITO division. According to them, with the way the system was designed and written by the contractor, they are unable to make some changes and are basically patching the system until someone is able to spend the time needed to re-write much of what was initially done.

BIBLIOGRAPHY

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Hatry, Harry P, (1998). Customer Surveys for Agency Managers: What Managers Need to Know, Washington, D.C., Urban Institute Press; Lanham Maryland.

Kraut, Allen I., (1996). Organizational surveys: Tools for Assessment and Change, San Francisco, California, Jossey-Bass Publishers.

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APPENDIX A

APPENDIX A

GRANTS MANAGEMENT INFORMATION SYSTEM (GMIS) STAFF SURVEY

Thank you for taking the time to complete this staff survey form. Your answers will help us improve our process and increase your satisfaction with the GMIS system. Please circle the correct number using the scale below for questions 1-7.

- 1 – Strongly Agree with statement (SA)
- 2 – Agree with the statement (A)
- 3 – Neutral (N)
- 4 – Disagree with the statement (D)
- 5 – Strongly Disagree with the statement (SD)

	SA	A	N	D	SD
1. The GMIS system is easily accessible through the DPS network.	1	2	3	4	5
2. The GMIS system is designed so that the grant application can be easily accessed by staff.	1	2	3	4	5
3. The GMIS system has reduced the amount of paperwork that I do daily on a grant application.	1	2	3	4	5
4. The GMIS system is an efficient means of organizing grant program information.	1	2	3	4	5
5. The GMIS system is an important tool in my ability to process applications more efficiently.	1	2	3	4	5
6. The quality of training I received in learning to operate the GMIS system was sufficient to meet your needs.	1	2	3	4	5
7. Overall, I am satisfied with the GMIS system.	1	2	3	4	5

Please circle the appropriate answer on the right.

	Daily	Every 2-3 days	Weekly	Every 2-3 weeks	Monthly
8. I use the GMIS system _____ when accessing grant information.					
9. What percentage of your workload involves using the GMIS system?	0-20	20-40	40-60	60-80	80-100

10. What do you believe the OJP could do to improve the system?

11. What is the greatest strength of the system?

12. What is the greatest weakness of the system?

For additional space or comments, please continue on the back of this page.

APPENDIX B

GRANTS MANAGEMENT INFORMATION SYSTEM (GMIS) CUSTOMER SURVEY

Thank you for taking the time to complete this customer survey form. Your answers will help us improve our service to you and increase your satisfaction with the GMIS system. Please circle the correct number using the scale below.

- 1 – Strongly Agree with statement (SA)
- 2 – Agree with the statement (A)
- 3 – Neutral (N)
- 4 – Disagree with the statement (D)
- 5 – Strongly Disagree with the statement (SD)

	SA	A	N	D	SD
1. I have access to a computer and the internet to complete the grant process.	1	2	3	4	5
2. The directions to submit an application in the GMIS system are clear and complete for each program.	1	2	3	4	5
3. The GMIS allows me to submit the application with less error than the "Word" application.	1	2	3	4	5
4. The GMIS allows me to perform corrective functions easily.	1	2	3	4	5
5. The electronic version of a grant proposal is more efficient than the typed "Word" version.	1	2	3	4	5
6. A "Help" section in the GMIS would provide me answers to questions regarding the use of the system.	1	2	3	4	5
7. Navigating within the grant application is easy.	1	2	3	4	5
8. The text in the application is clear and concise.	1	2	3	4	5
9. The application prints out in an easy, readable format.	1	2	3	4	5
10. The OJP staff is knowledgeable and provides technical assistance necessary to complete a grant submission.	1	2	3	4	5

11. What do you believe the OJP could do to improve the system?

12. What is the greatest strength of the system?

13. What is the greatest weakness of the system?

APPENDIX C



South Carolina Department of Public Safety

Office of Justice Programs

October 2, 2003

Dear Sir/Madam:

The SC Dept of Public Safety, Office of Justice Programs, is currently attempting to improve its services to you by decreasing the amount of paperwork required. In doing so, we have implemented a grants management information system that allows for submission of a grant application via the internet. Over the past year, you have been asked to submit your grant application by way of the Grants Management Information System (GMIS).

Your responses to the enclosed questionnaire will provide important information to help us judge the current quality and usefulness of our GMIS system and make improvements. Our goal is to make this process as easy as possible for you to use.

This questionnaire should only take a few minutes of your time and the results will be reported only in aggregate form. No individual responses will be identified. Please return the questionnaire by October 24th by faxing it to me at **896-8714**.

Thank you in advance for your help. Please call me at 896- 8706 if you would like more information about this survey.

Sincerely,

Ginger P. Dukes
Program Manager

APPENDIX D

Dukes, Ginger

From: Office of Justice Programs

Subject: STAFF SURVEY

Attached you will find a survey that I have developed for the purposes of receiving input from staff regarding the Grants Management Information System.

As most of you know, I am in the Certified Public Manager program through the State Budget and Control Board. As part of the 18 month program, I am required to complete a project that deals with the improvement of a process that presently exists in the agency or the implementation of a new process. Since the GMIS system is still somewhat in its infant stages, I chose to look at this system and how we can improve the delivery as well as the quality of the system.

Although some of you have never used the system, it would still be helpful if you would fill out the survey from the stand point of the open ended questions and what you would perceive as being strengths and weaknesses of the system.

Once you have printed out the survey and completed it, please put in the box on the outside of my cube. Please forward to me by October 12th.

Ginger Dukes
Program Administrator
S.C. Department of Public Safety
Office of Justice Programs
P.O. Box 1993
Columbia, S.C. 29016
803-896-8706
gingerdukes@scdps.net

D es, Ginger

From: Dukes, Ginger

Sent: Thursday, July 17, 2003 12:43 PM

To: Fitzpatrick, Burke; Tipton, Jeffrey A.; Lanier, Donald; Whitlock, Laura; Nelson, BJ; Dupree, Rodney; Sadaka, Valerie; Davis, Brian; DuBose, Adam; Thomas, Chalotte; Burns, Bonita K.; Dove, Traci A.; Reed, Terri J.; Stuart, John P.

Subject: GMIS Customer survey

As part of completing the Certified Public Manager program, I am required to complete a project that is related to an improvement issue in the agency. I chose to use the GMIS as my project. I am going to develop customer surveys for both internal(dps staff) and external(subgrantees) users to complete as part of my project.

In doing so, I would appreciate input from those of you that have used the system to help me with some of the questions that would be useful to ask. A couple of areas that I am considering have to do with accessibility, navigation, directions, submission.

time saver / prints out.

Since we have all have both positive and negative experiences, I would like to draw from that in determining what kinds of questions I need to pose to get a feel for how what individuals think about the GMIS process. It will most likely be a rated scale due to some of the requirements that I have to meet. I would appreciate any input that you have both as a user and what we would like to hear from our subgrantees.

IF you could respond by the 1st of next week, I would appreciate it.

G. r Dukes
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*- not vendor compliant w/ contract
and product being what you needed
- having benfud*

kes, Ginger

From: Burns, Bonnie
Sent: Friday, July 18, 2003 2:28 PM
To: Dukes, Ginger
Subject: RE: GMIS Customer survey

Here are some suggestions:

The documentation (help manual) for the GMIS is sufficient.

The GMIS has saved you time in completing duties.

When it is necessary to print the grant, it is easy to read and pleasant to look at.

It is easy to create reports from the GMIS.

You enjoy apologizing to subgrantees because their pages keep disappearing or the system does not work properly when you have no control over the situation.

The training you received in order to operate the GMIS was adequate.

The training you received in order to assist outside users of the GMIS was adequate.

You have a way to see exactly what the outside user sees, so that you can walk them through a situation. (This is related to us seeing a different screen than the external user since we are internal only - it is difficult to tell them what option to choose when you cannot see the options).

The end product has made your job easier.

-----Original Message-----

From: Dukes, Ginger

Sent: Thursday, July 17, 2003 12:43 PM

To: Fitzpatrick, Burke; Tipton, Jeffrey A.; Lanier, Donald; Whitlock, Laura; Nelson, BJ; Dupree, Rodney; Sadaka, Valerie; Davis, Brian; DuBose, Adam; Thomas, Chalotte; Burns, Bonita K.; Dove, Traci A.; Reed, Terri J.; Stuart, John P.

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ikes, Ginger

From: Lanier, Donald
Sent: Monday, July 21, 2003 9:21 AM
To: Dukes, Ginger
Subject: RE: GMIS Customer survey

I think that you are right to use a scale for the questions that you ask in the survey; however, I would also push for a free form comments section, for additional input. You may want to include a question to ask whether or not it is clear which program they are applying to, as I have had several that simply submit an application to every open program.

By accessibility, do you mean access to computers in the respective communities, or accessibility to the system once someone is already online?

I think that there should be questions included that will address ease of use, and some sort of comparison for applying under the paper based system to applying on the new system.

What kind of questions will you be asking about the navigation? For external users, there is very little in the way of features and options to sort through. The real level of complexity with the GMIS system is on our side of the fence.

I am also somewhat unclear as to what would be under the section of directions. Do you mean directions on how to fill out each application, or more detailed items such as eligibility requirements for each program?

Let me know if you would like any other assistance with this survey.

ald

Donald N. Lanier
 Program Coordinator
 Juvenile Justice Grant Programs
 SCDPS-OJP
 803-896-9614 Office
 803-896-8714 Fax

-----Original Message-----

From: Dukes, Ginger
Sent: Thursday, July 17, 2003 12:43 PM
To: Fitzpatrick, Burke; Tipton, Jeffrey A.; Lanier, Donald; Whitlock, Laura; Nelson, BJ; Dupree, Rodney; Sadaka, Valerie; Davis, Brian; DuBose, Adam; Thomas, Chalotte; Burns, Bonita K.; Dove, Traci A.; Reed, Terri J.; Stuart, John P.
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Dukes, Ginger

o: 2003 DCSIP Project Directors; jht@islsc.net; brooksman@pickens.k12.sc.us; mlindler@sde.state.sc.us; pmotes@gwm.sc.edu; pardern@clemson.edu; mitchellmackinem@richlandonline.com; jlipscomb@city of spartanburg.org; kpinkney@yahoo.com; kpinkney@yahoo.com; LANIDC@bellsouth.net; GCLANE@HOTMAIL.COM; mentor29449@yahoo.com; awithers@lcsd.k12.sc.us; tsparks@lex3.k12.sc.us; spraete@northcharleston.org; lbossinger@fcso.org; suszannes@beaufort.sc.us; vingram@rcsd.net; safronafinch@infoave.net; evf88@co.dmh.state.sc.us; Schapin2@islsc.net; greenbergr@ci.charleston.sc.us; regray@main.djj.state.sc.us; Irogers@sde.state.sc.us; kbodie@aikencounty.net; kbodie@aikencounty.net; lcibb@georgetowncountysc.org; rstownhall@pbt.com; cpetersenmc@homexpressway.net; youthcourt03@yahoo.com; spraete@northcharleston.org; jsteadman@greenvillecounty.org; jlipscomb@cityofspartanburg.org; vingram@rcsd.net; southsctr@ftc-l.net

Cc: Whitlock, Laura; Nelson, BJ; Fitzpatrick, Burke

Subject: Grants Management Information Survey

Attached you will find a letter accompanied by a survey form regarding the Grants Management Information System (GMIS) that has been implemented by the Office of Justice Programs. I would appreciate it if you would take a few minutes and review both documents and complete the survey. Should you have any questions, please call me at 896-8706

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gingerdukes@scdps.net

✓Cops @ lex sc. com
✓Winthrop - Dan Yeargin
✓Kershaw city, SD - Steve McCaskill
Lake City Mun. Court - Mamie Norris
✓Brooksman@pickens.k12.sc.us
✓Oconee City Sheriff - Terry Wilson
✓Debbie@andersonsheriff.com
? lcibb@georgetowncounty.sc.org
Steiff center@allendalecountysheriff/offic.com
RStownhall@pbt.com
SUZANNES@beaufort.sc.us

10/3/2003

Amount	Contact Name	Email
\$47,406	Shannon Praete	spraete@northcharleston.org
\$141,587	Shannon Praete	spraete@northcharleston.org
\$44,649	Leigh Ann Bossinger	lbossinger@fcso.org
\$44,649	Leigh Ann Bossinger	lbossinger@fcso.org
\$44,747	Leigh Ann Bossinger	lbossinger@fcso.org
\$12,771	Sheriff PJ Tanner	suszannes@beaufort.sc.us
\$92,429	Valerie Ingram	vingram@rcsd.net
\$172,003	Nandolyn Heaitley	
\$50,025	Safrona Finch	safronafinch@infoave.net
\$48,468	Lawrence Clark	
\$269,985	Elizabeth Freeman	evf88@co.dmh.state.sc.us
\$135,851	Susan Chapin	Schapin2@islc.net
\$97,567	Chief Rueben Greenberg	greenbergr@ci.charleston.sc.us
\$61,110	Lani Gray	
\$326,177	Raymond Gray	regray@main.djj.state.sc.us
\$157,482	Carolyn Morris	
\$242,041	Lynne Rogers	lrogers@sde.state.sc.us
\$48,137	Kristi Bodie	kbodie@aikencounty.net
\$66,262	Kristi Bodie	kbodie@aikencounty.net
\$28,465	Sheriff Lane Cribb	lcribb@georgetowncountysc.org
\$116,090	Amy Bosch	
\$56,197	Scott Ward	rstownhall@pbt.com
\$52,565	Chief Chad Caldwell	cpetersenmc@homexpressway.net
\$55,275	Walker E. Solomon, II	

\$60,127	Mary Fleetwood	youthcourt03@yahoo.com
\$8,776	Shannon Praete	spraete@northcharleston.org
\$18,820	Judy Steadman	jsteadman@greenvillecounty.org
\$18,265	Joyce Lipscomb	jlipscomb@cityofspartanburg.org
\$15,654	Valerie Ingram	vingram@rcsd.net
\$5,222	Lana Odom	southsctr@ftc-l.net

Mr. Pikes, Ginger

To: cops@lexsc.com; brooksman@pickens.k12.sc.us; Debbie@andersonsheriff.com;
lcobb@georgetowncounty.sc.org; Yeargin, Daniel R.

Subject: Office of Justice Programs survey

Attached is a letter and survey that was e-mailed to your office several weeks ago. Unfortunately, it was returned to us as an insufficient e-mail address. I would appreciate you taking time out from your busy schedule to answer these few simple questions.

Ginger Dukes
Program Administrator
S.C. Department of Public Safety
Office of Justice Programs
Post Office Box 1993
Mythwood, S.C. 29016
803-896-8706
gingerdukes@scdps.net

10/20/2003

Dukes, Ginger

rom: MAILER-DAEMON@mx.matrixconsulting.net
ent: Monday, October 06, 2003 10:58 AM
To: Dukes, Ginger
Subject: failure notice

Hi. This is the gmail-send program at mx.matrixconsulting.net. I'm afraid I wasn't able to deliver your message to the following addresses. This is a permanent error; I've given up. Sorry it didn't work out.

<cops@lexsc.com>:

Sorry, no mailbox here by that name. vpopmail (#5.1.1)

--- Below this line is a copy of the message.

Return-Path: <gingerdukes@scdps.net>
Received: (gmail 23021 invoked from network); 6 Oct 2003 14:57:51 -0000
Received: from unknown (HELO hgexch01.SCDPS.net) (167.7.9.167)
by mx.matrixconsulting.net with SMTP; 6 Oct 2003 14:57:51 -0000
content-class: urn:content-classes:message
MIME-Version: 1.0
Content-Type: multipart/mixed;
boundary="----- = NextPart_001_01C38C1A.3BA4038E"
X-MimeOLE: Produced By Microsoft Exchange V6.0.6249.0
Subject: Grants Management Information Survey
Date: Mon, 6 Oct 2003 10:57:59 -0400
Message-ID: <0F187C62BED8244CB3D051285D25E4EE01C9758E@hgexch01.scdps.net>
X-MS-Has-Attach: yes
-MS-TNEF-Correlator:
Thread-Topic: Grants Management Information Survey
Thread-Index: AcoMGjrGoF8QQubAR5qTxT4ZB/5BwQ==
From: "Dukes, Ginger" <gingerdukes@scdps.net>
To: <jht@islc.net>,
<brooksman@pickens.k12.sc.us>,
<mlindler@sde.state.sc.us>,
<pmotes@gwm.sc.edu>,
<pardern@clemsun.edu>,
<mitchellmackinem@richlandonline.com>,
<kpinkney@yahoo.com>,
<LANIDC@bellsouth.net>,
<GCLANE@HOTMAIL.COM>,
<mentor29449@yahoo.com>,
<awithers@lcsd.k12.sc.us>,
<tsparks@lex3.k12.sc.us>,
<spraete@northcharleston.org>,
<lboessinger@fcso.org>,
<suszannes@beaufort.sc.us>,
<vingram@rcsd.net>,
<safronafinch@infoave.net>,
<evf88@co.dmh.state.sc.us>,
<Schapin2@islc.net>,
<greenbergr@ci.charleston.sc.us>,
<regray@main.djj.state.sc.us>,
<lrogers@sde.state.sc.us>,
<kbodie@aikencounty.net>,
<kbodie@aikencounty.net>,
<lcribb@georgetowncountysc.org>,
<rstownhall@pbt.com>,
<youthcourt03@yahoo.com>,
<spraete@northcharleston.org>,
<jsteadman@greenvillecounty.org>,

Dukes, Ginger

From: System Administrator
To: debbie@andersonsheriff.com
Sent: Monday, October 06, 2003 10:58 AM
Subject: Undeliverable: Grants Management Information Survey

Your message did not reach some or all of the intended recipients.

Subject: Grants Management Information Survey
Sent: 10/6/2003 10:58 AM

The following recipient(s) could not be reached:

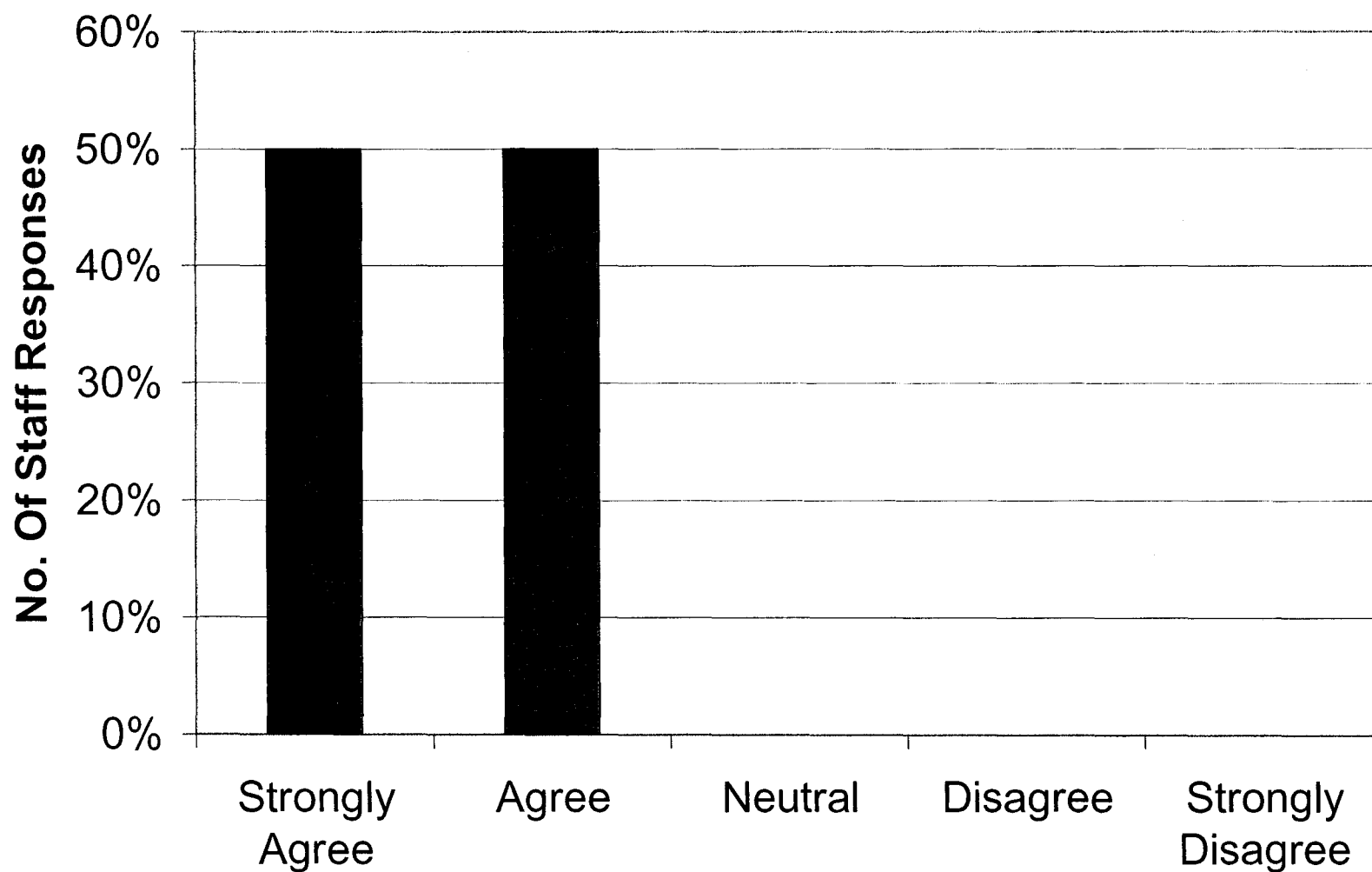
debbie@andersonsheriff.com on 10/6/2003 10:55 AM

The e-mail account does not exist at the organization this message was sent to. Check the e-mail address, or contact the recipient directly to find out the correct address.

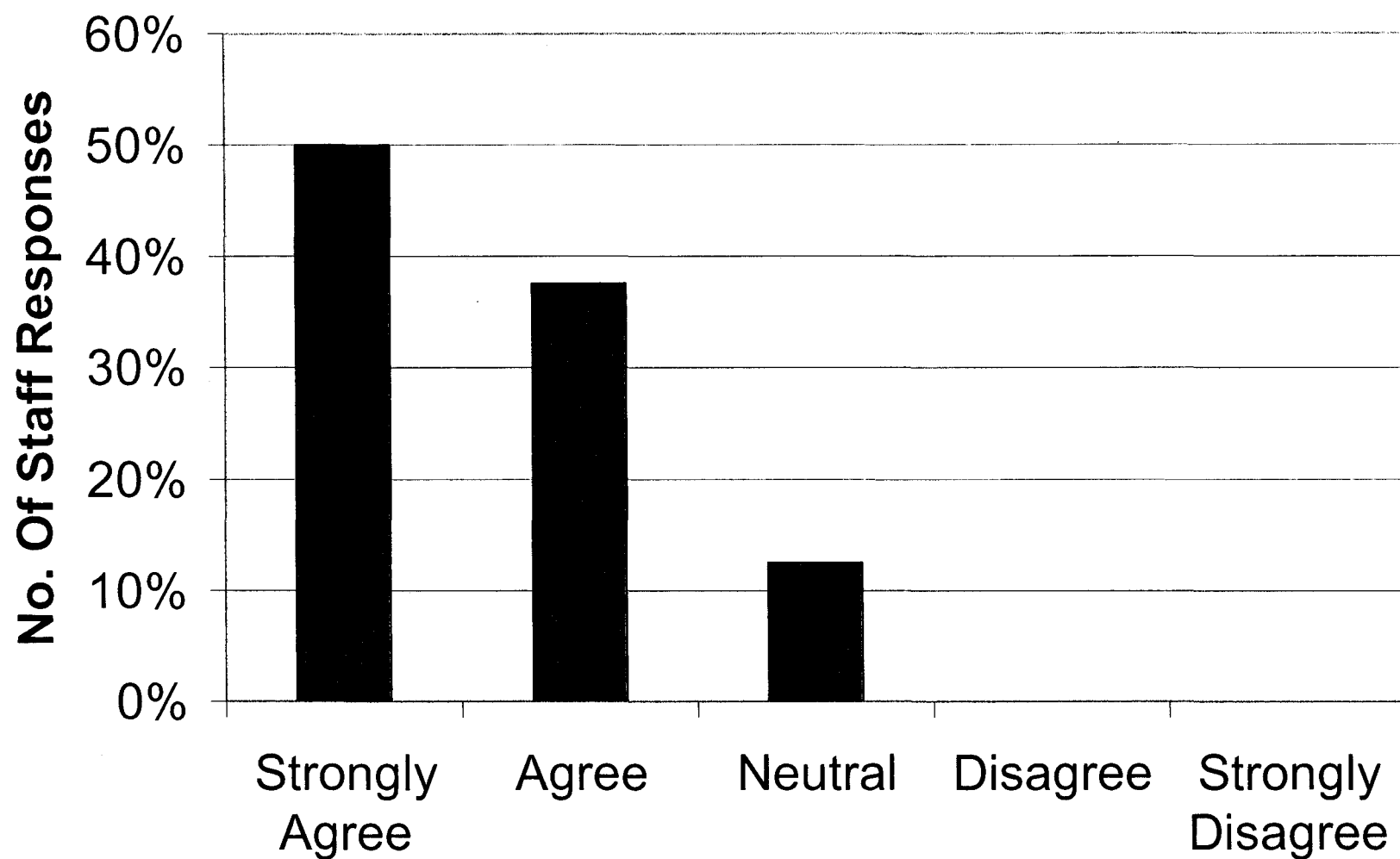
<MIALSERVE.andersoncountysc.org #5.1.1>

APPENDIX E

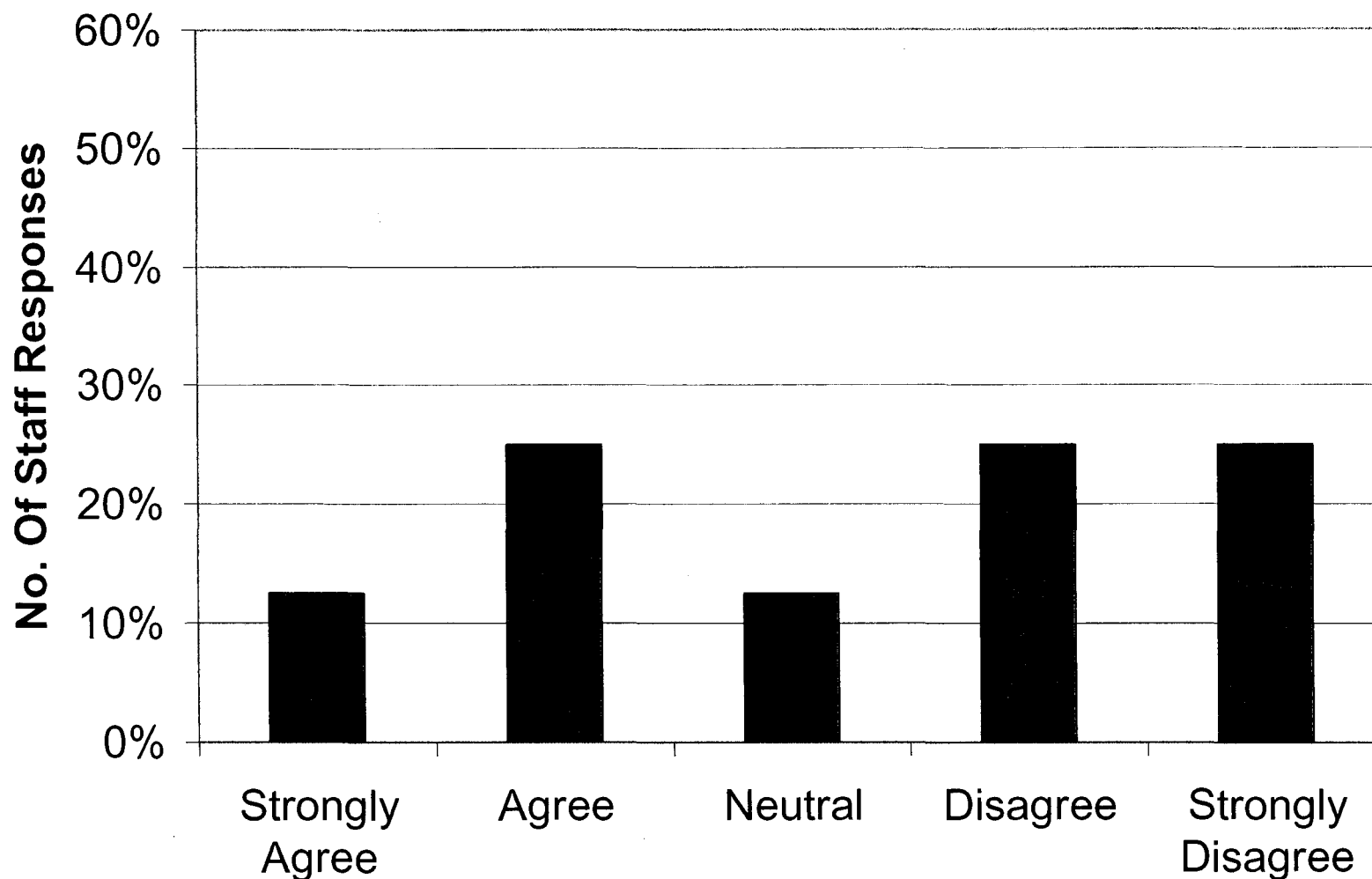
The GMIs system is easily accessible through the DPS Network



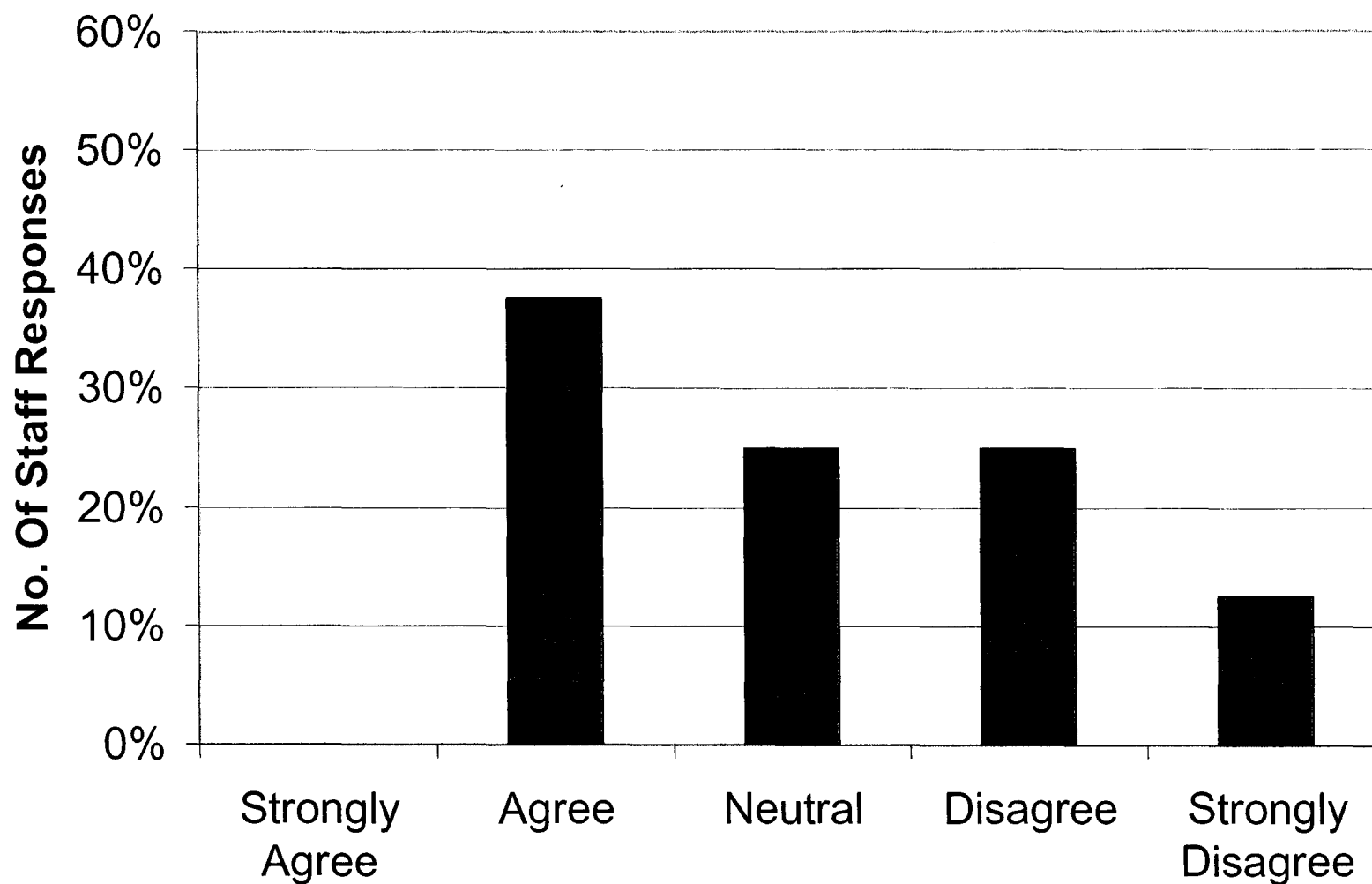
The GMIS system is designed so that the grant application can be easily accessed by staff



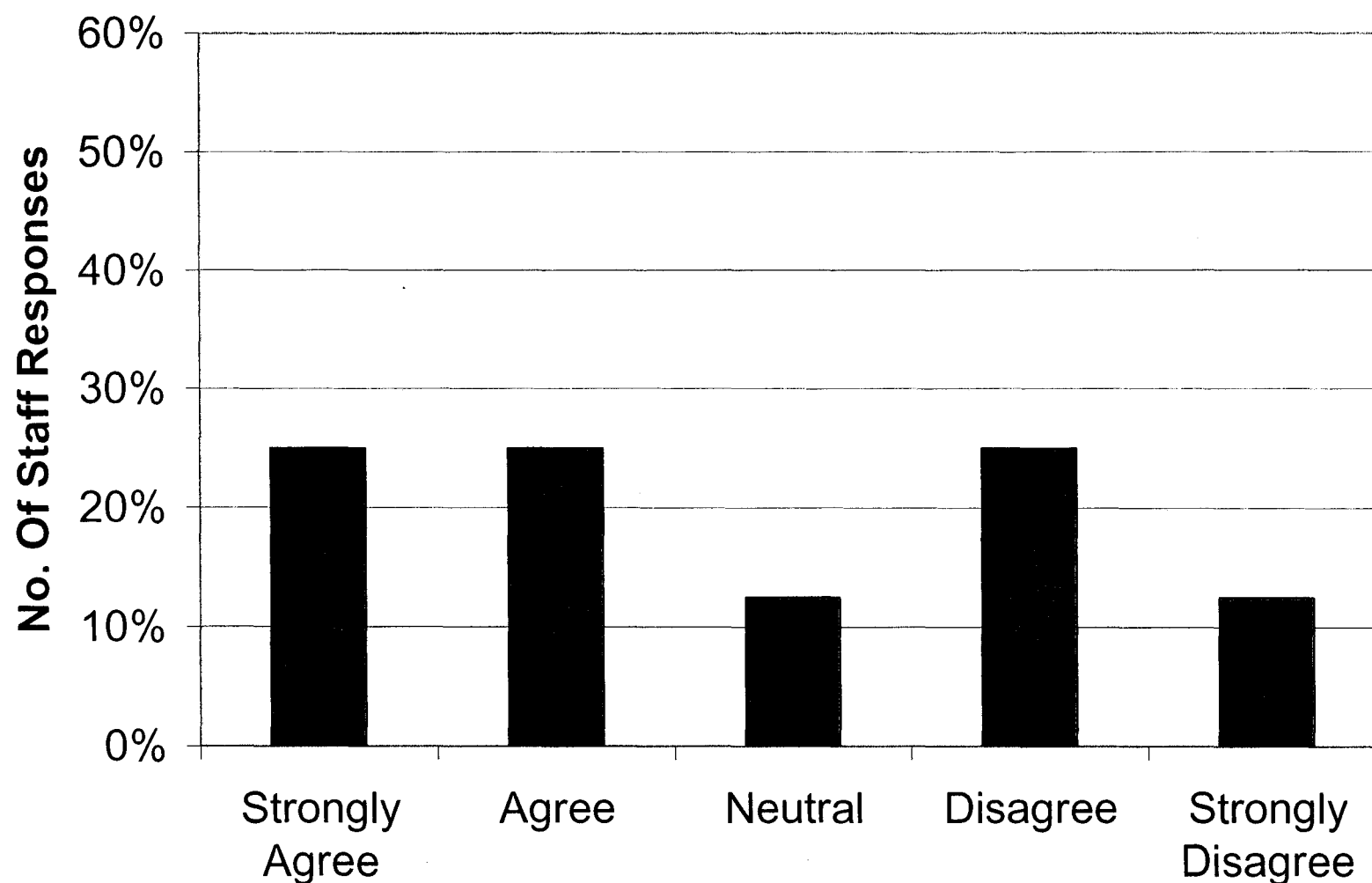
The GMIS system has reduced the amount of paperwork that I do daily on a grant application.



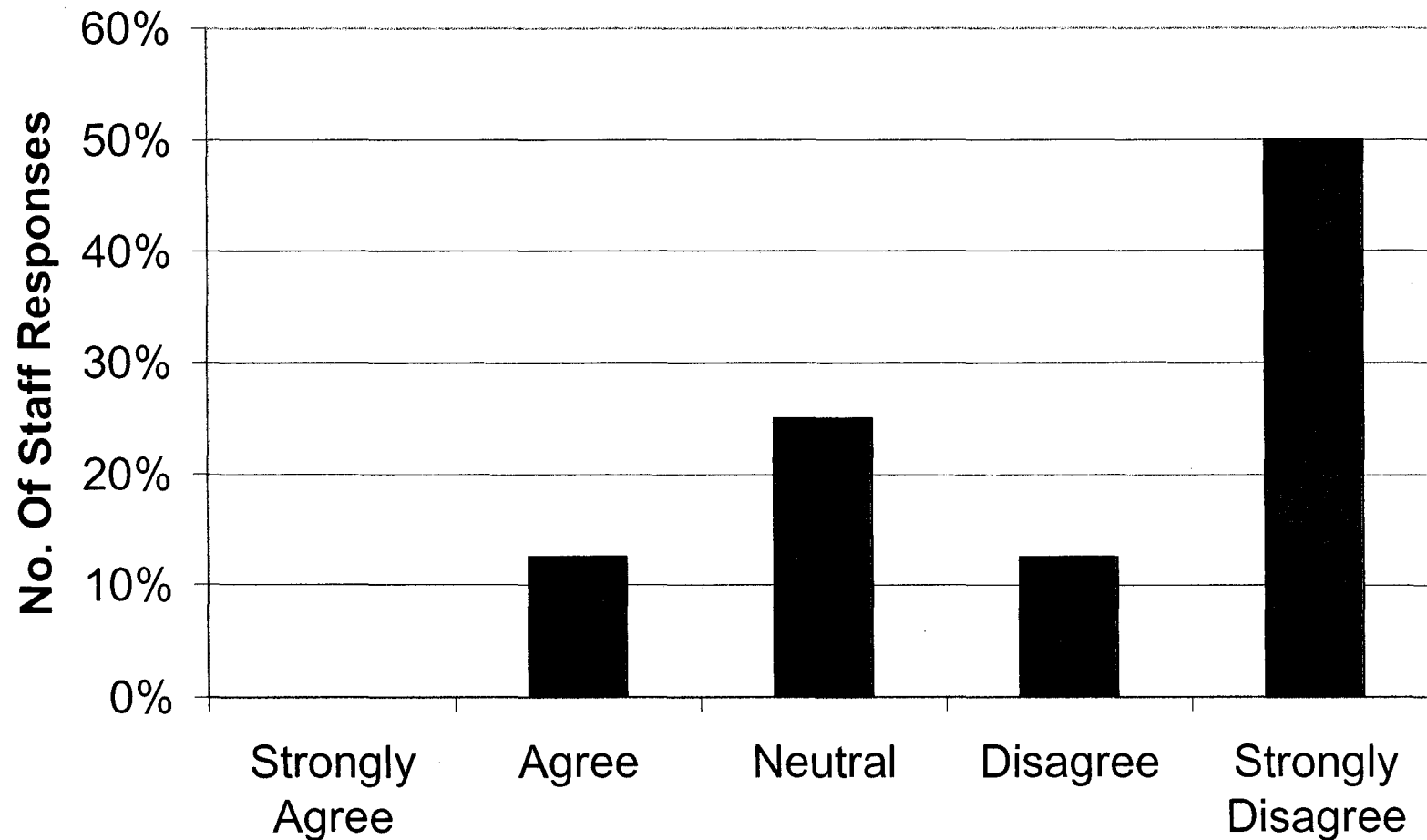
The GMIS system is an efficient means of organizing grant program information



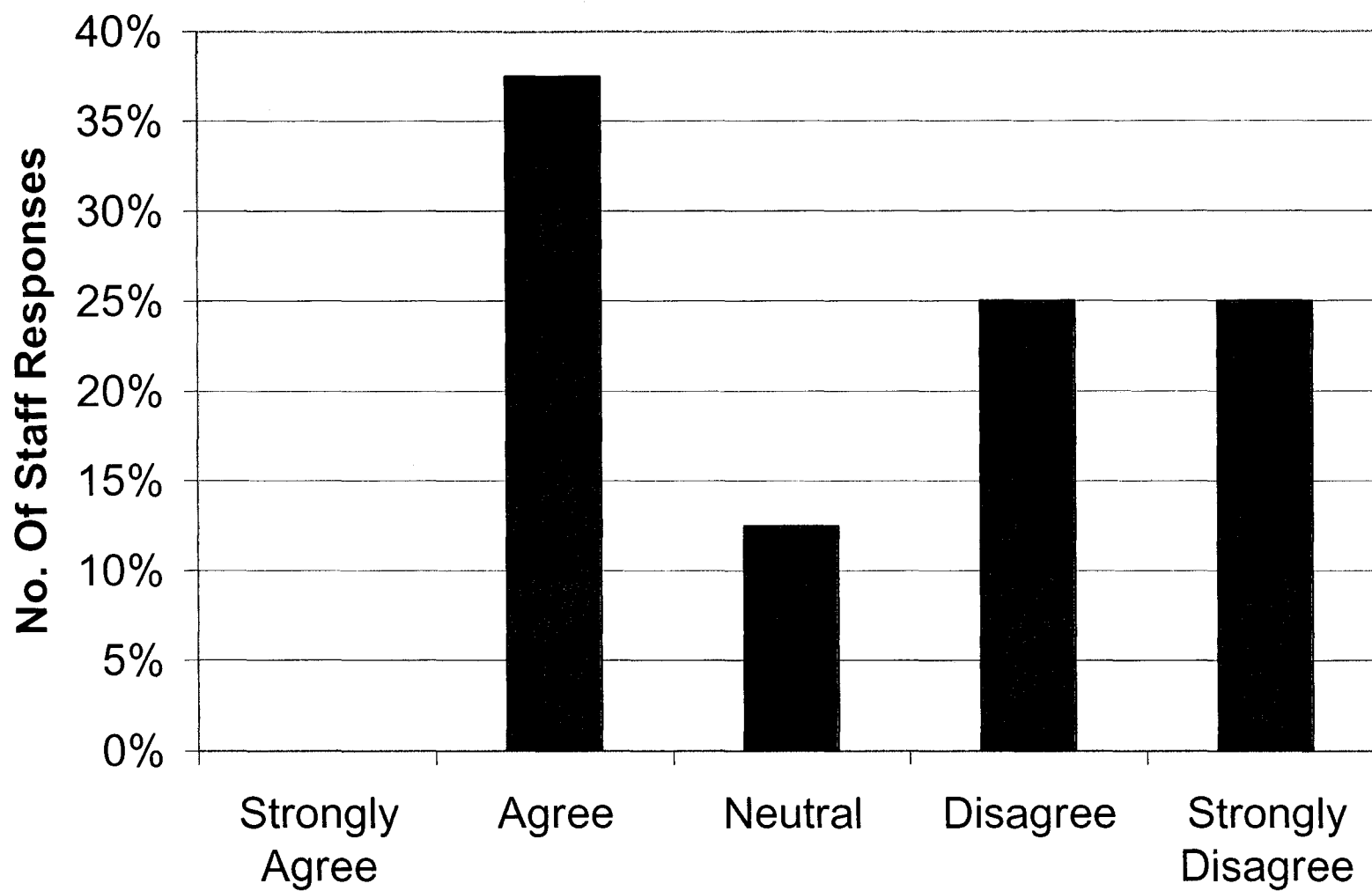
The GMIS system is an important tool in my ability to process applications more efficiently



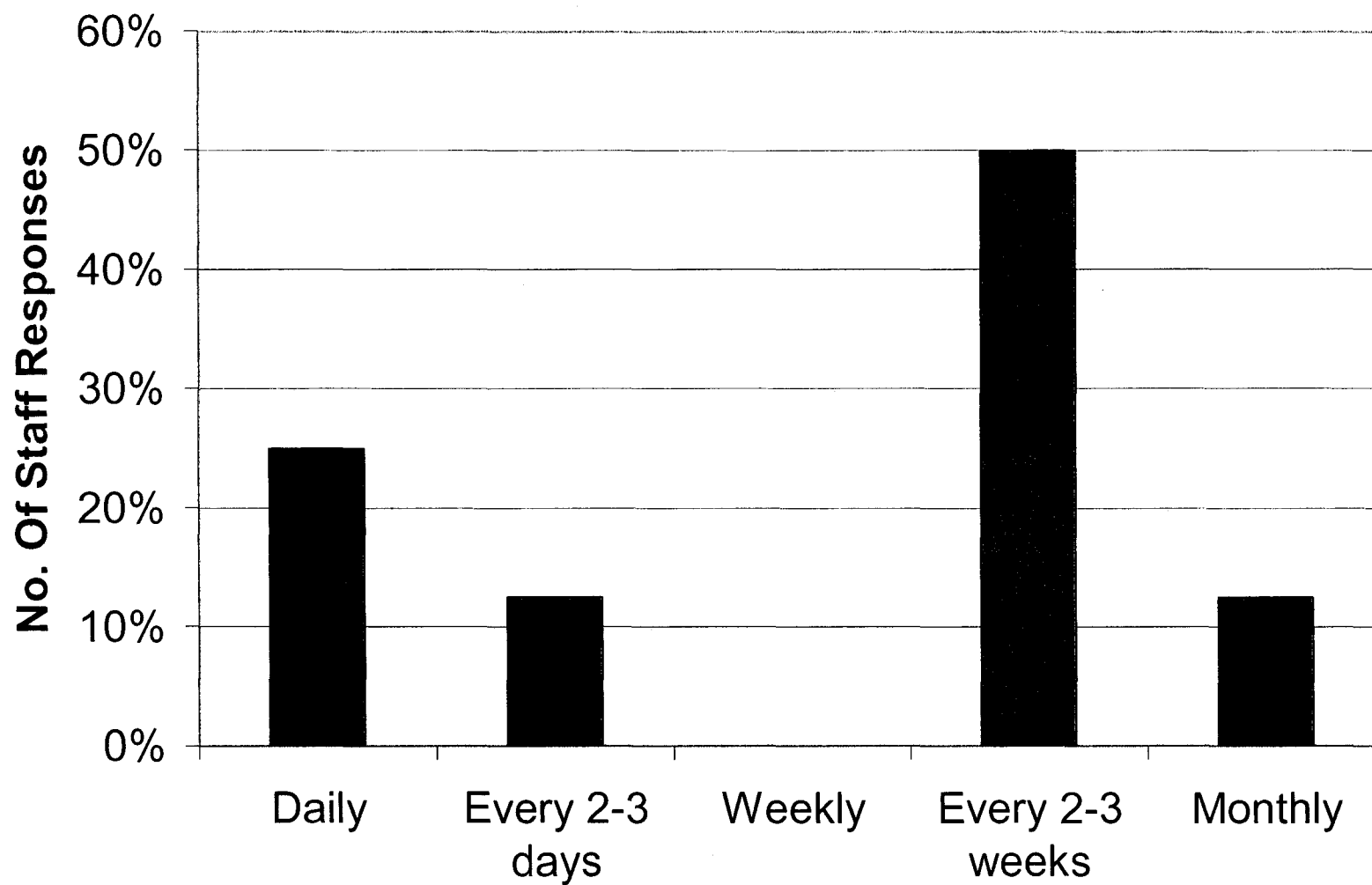
The quality of the training I received in learning to operate the GMIS system was sufficient to meet your needs.



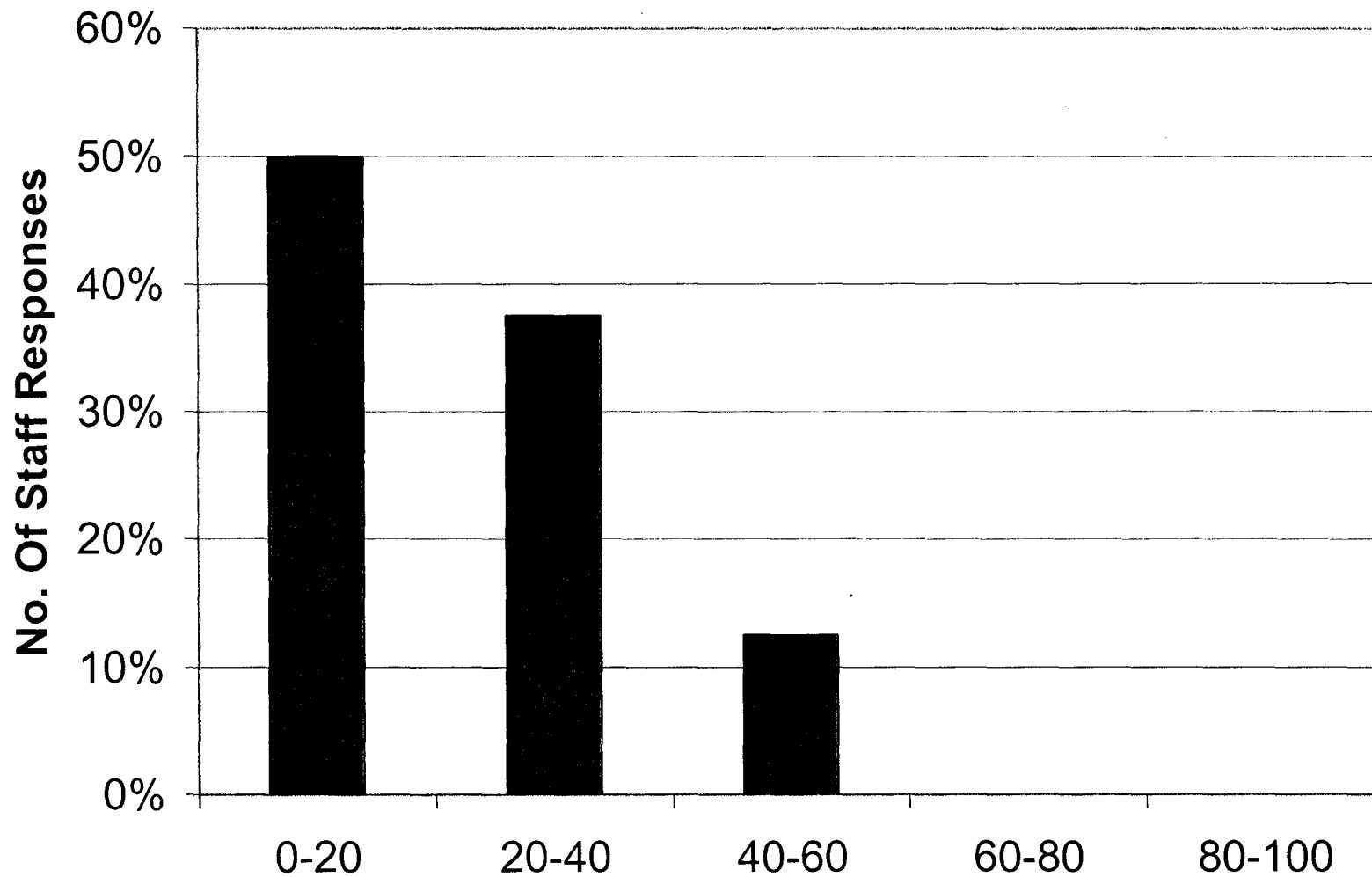
Overall, I am satisfied with the GMIS system.



I use the GMIS system ____ when accessing grant information



What percentage of your workload involves using the GMIS system?



STAFF SURVEY ANSWERS QUESTIONS 10, 11 & 12

10. What do you believe the OJP could do to improve the system?

More consistency in performance. Is not doing what we need.
Develop it out, particularly the financial component.
Adding functionality features to finish the system.
Make it print better.
Make it easier to produce reports.
Make it generate lists and letters.
Make forms on system, dropdown boxes for selection.
Print all of page on one sheet.
Require all programs to utilize system.
Complete the system for programs already on it. (ie. Rfps, revisions, etc.)
Add reverted dollars.
Fix bug that wipes out pages on applications and some summary/recommendation pages.
Revamp the whole system.

11. What is the greatest strength of the system?

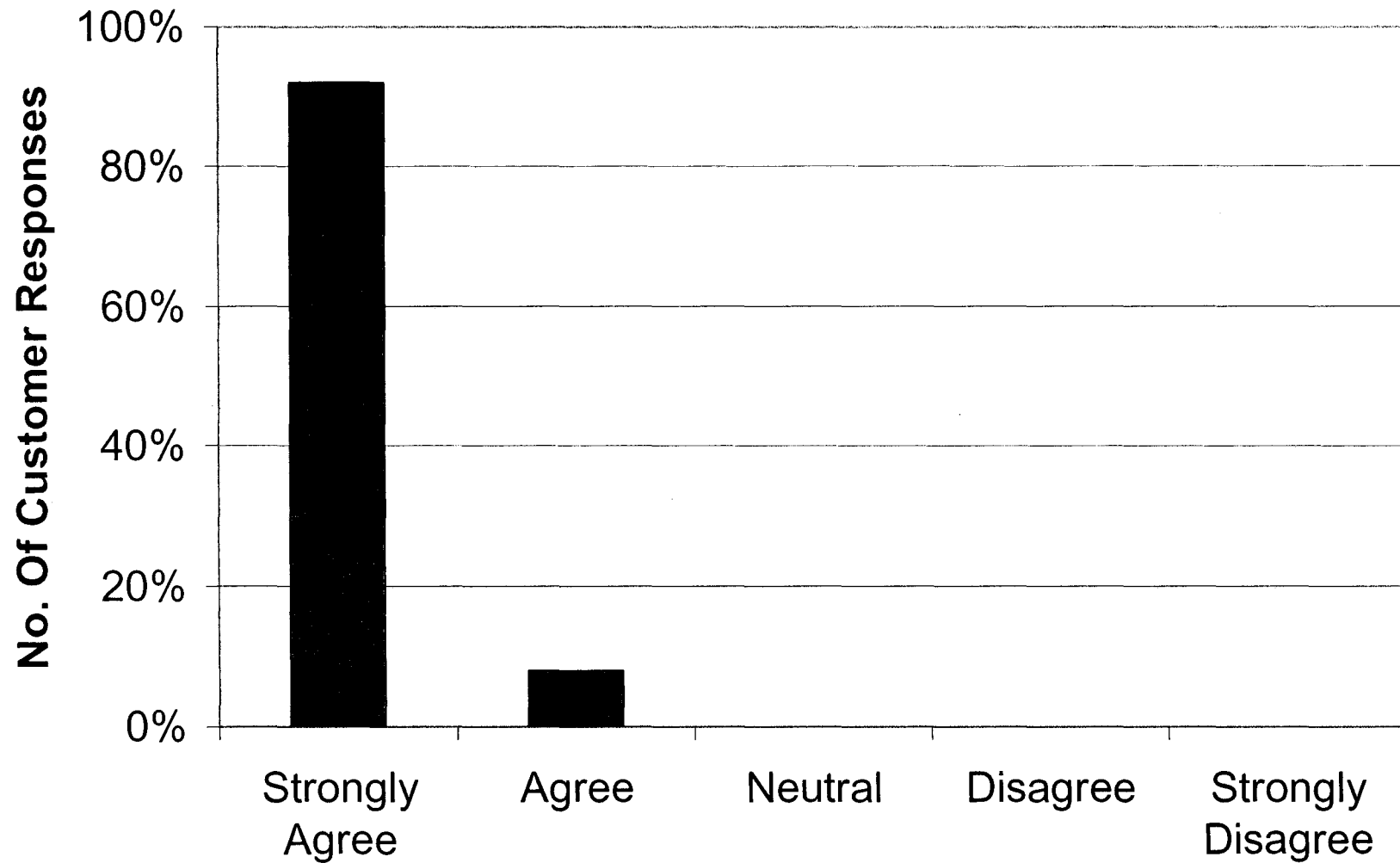
Easy to access and allows for program coordinators quicker access t some information.
Eventually, better customer service and lower costs to SCDPS.
Apply for online applications versus paper copy.
Ease of entry for sub-grantees.
The convenience of accessing grants in your cube at your computer.
Increased efficiency of application process.
Accessing accurate record of funds spent to date.
Easier for sub-grantees to create and submit application.

12. What is the greatest weakness of the system?

Need more training and has not really made my job easier. Most things are still paper.
Complexity, rigidity, and cost to implement.
Lack of easy to use reports.
Inability to manage grants internally. (All it does is allow sub-grantees to submit, and does nothing for us.)
It is not finished therefore rendering a waste of money so far.
It does not do a lot of the things it was suppose to do. It may be more productive when all programs are on it and other forms are used on it.
Need more training.
Flexibility of FF years and the reverted \$\$\$ administration.

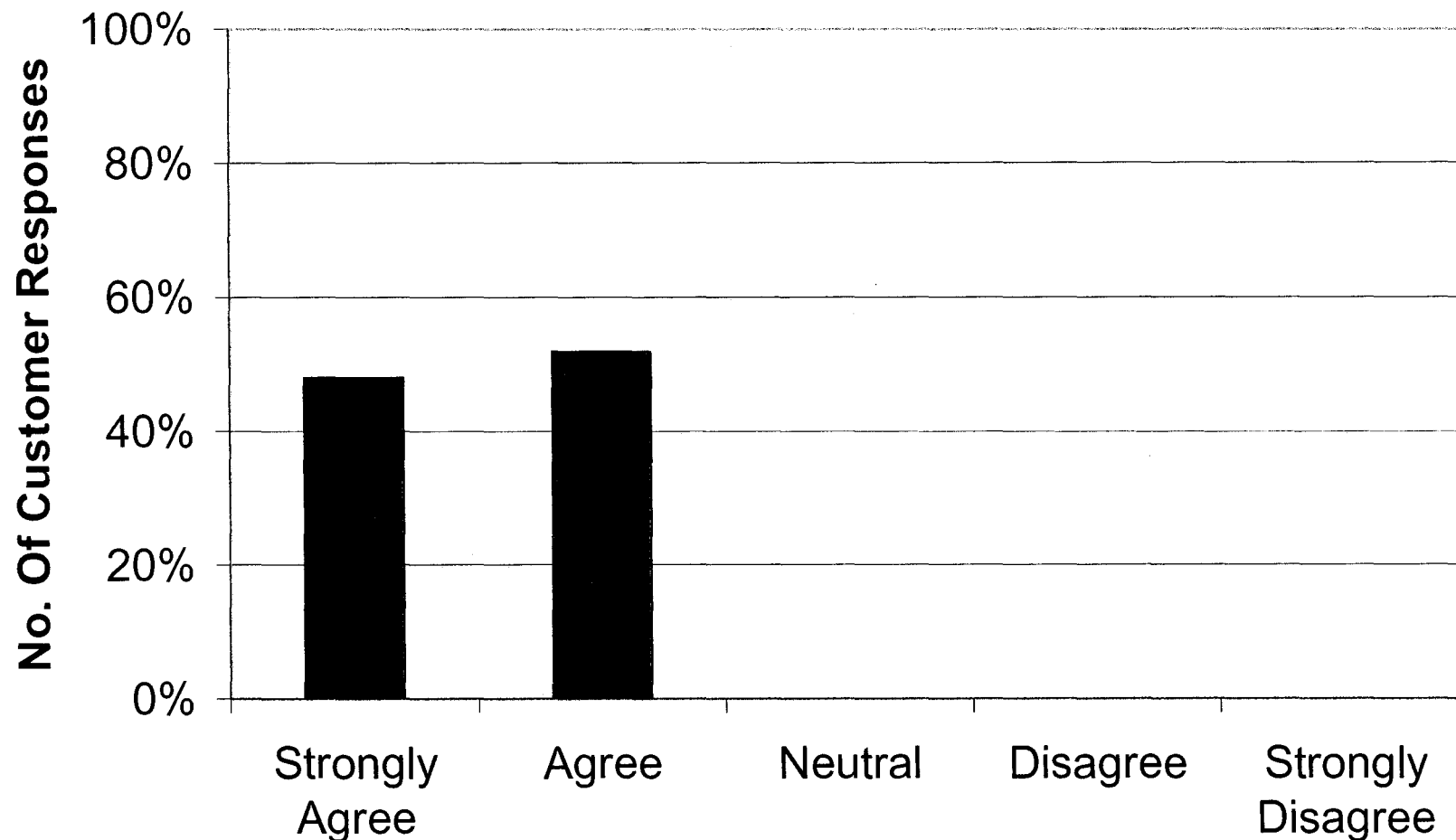
It does not make my job any easier, it creates work for me.
Not being able to create worksheets on the GMIS.
Cannot assign grant numbers, the list goes on.

I have access to a computer and the Internet to complete the grant process



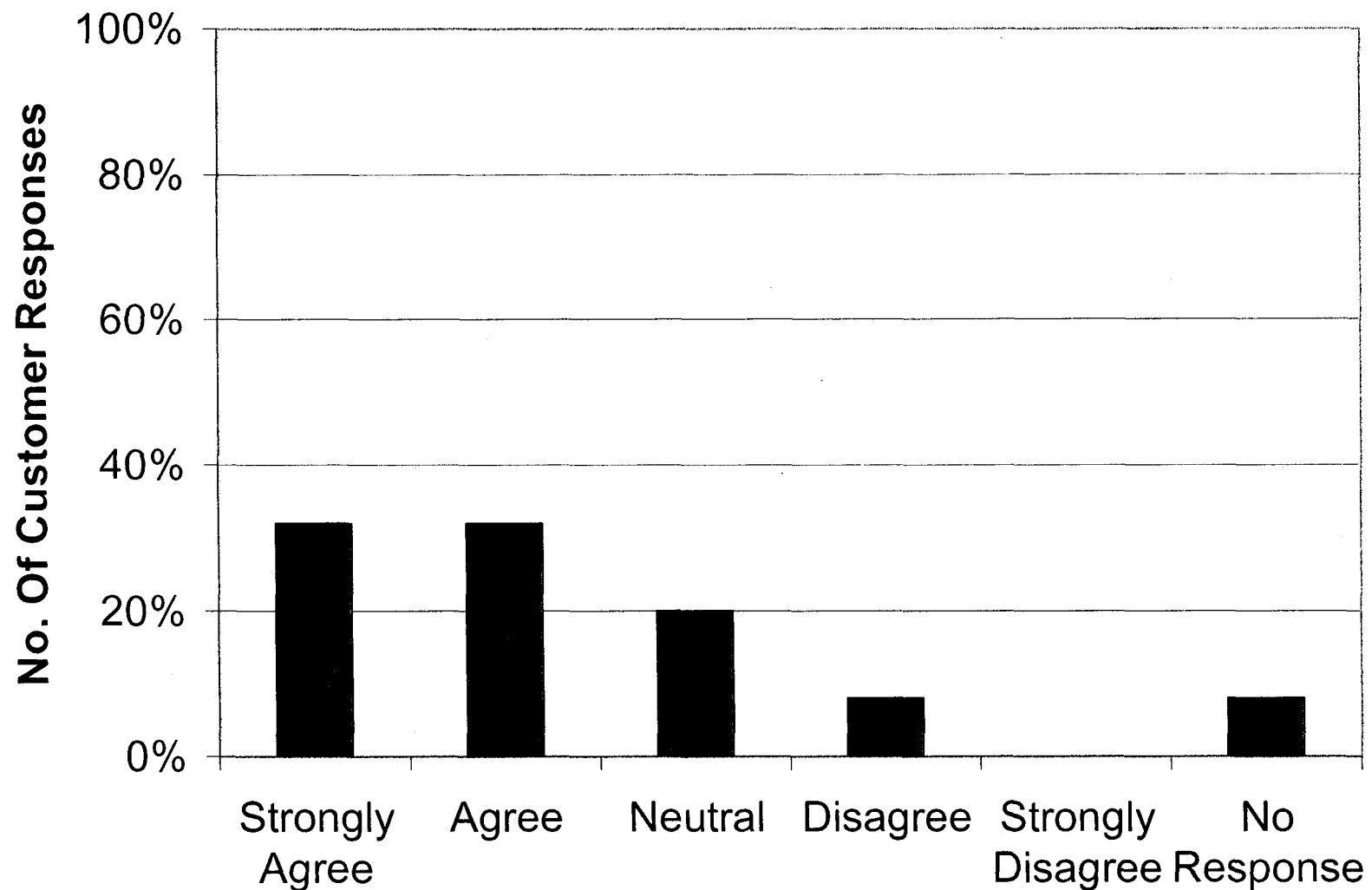
N=25

The directions to submit an application in the GMIS system are clear and complete for each program



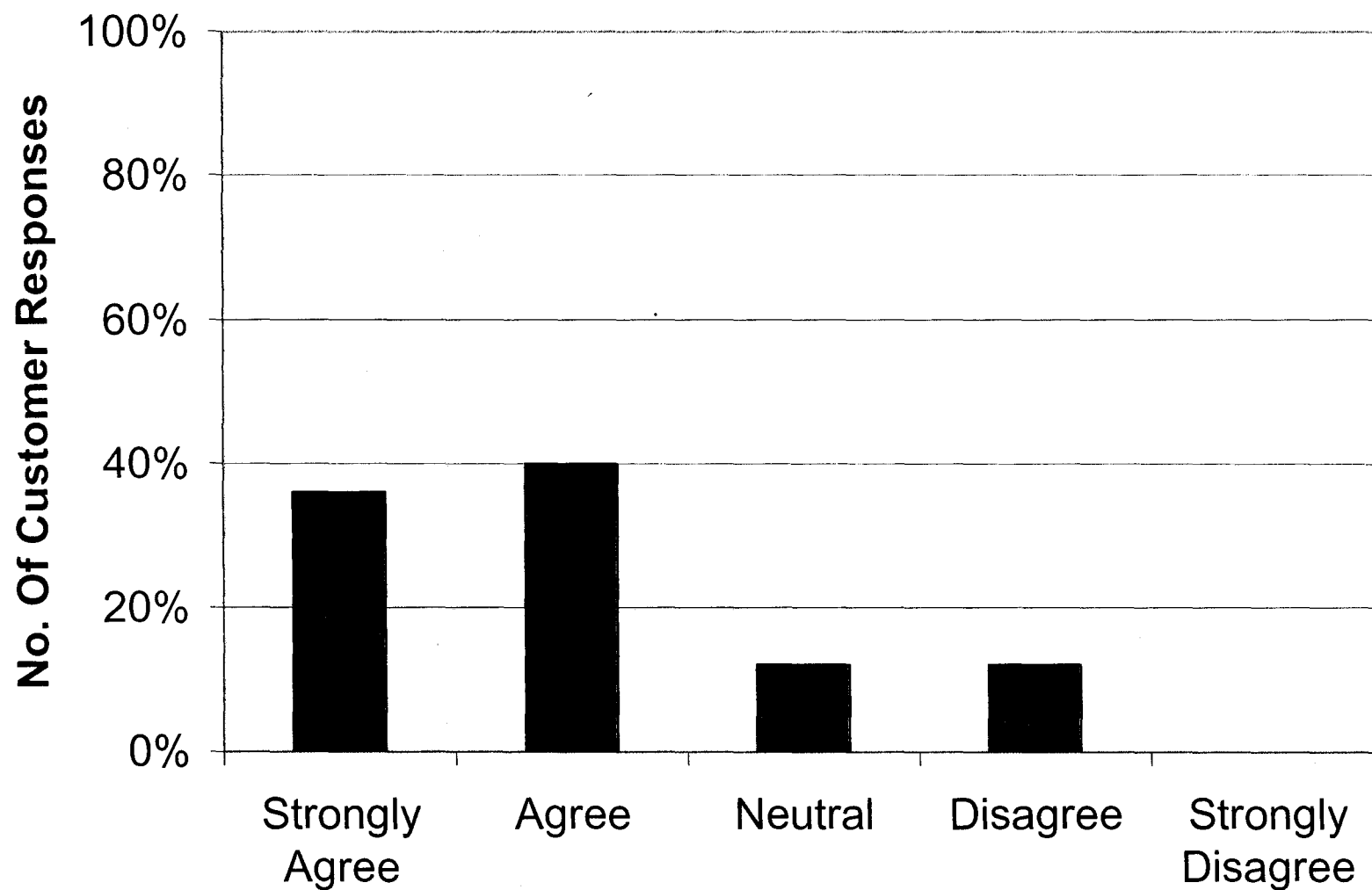
N=25

The GMIS allows me to submit the application w/ less error than the "Word" application



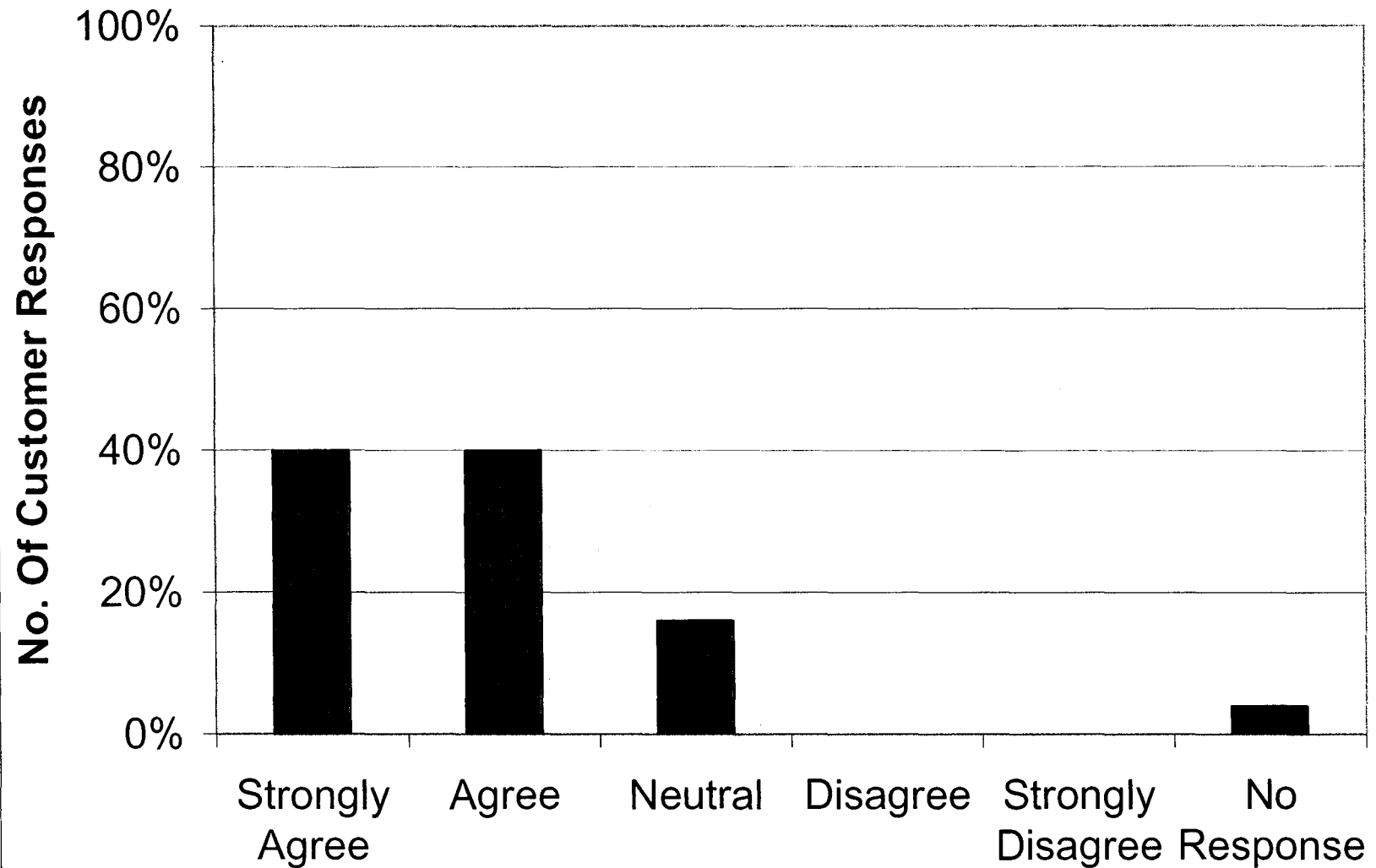
N=25

The GMIS allows me to perform functions easily



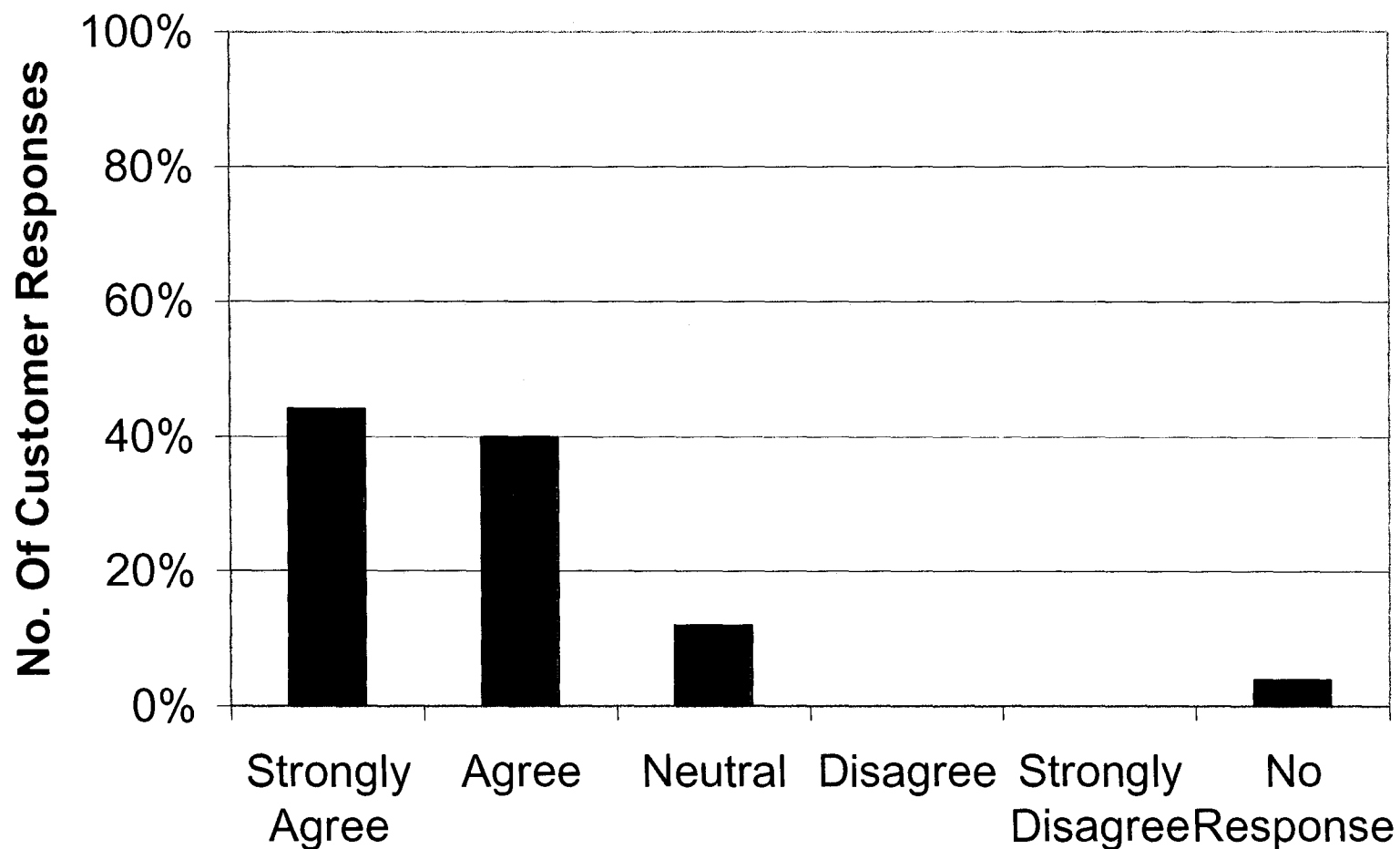
N=25

The electronic version of a grant proposal is more efficient than the typed "Word" version



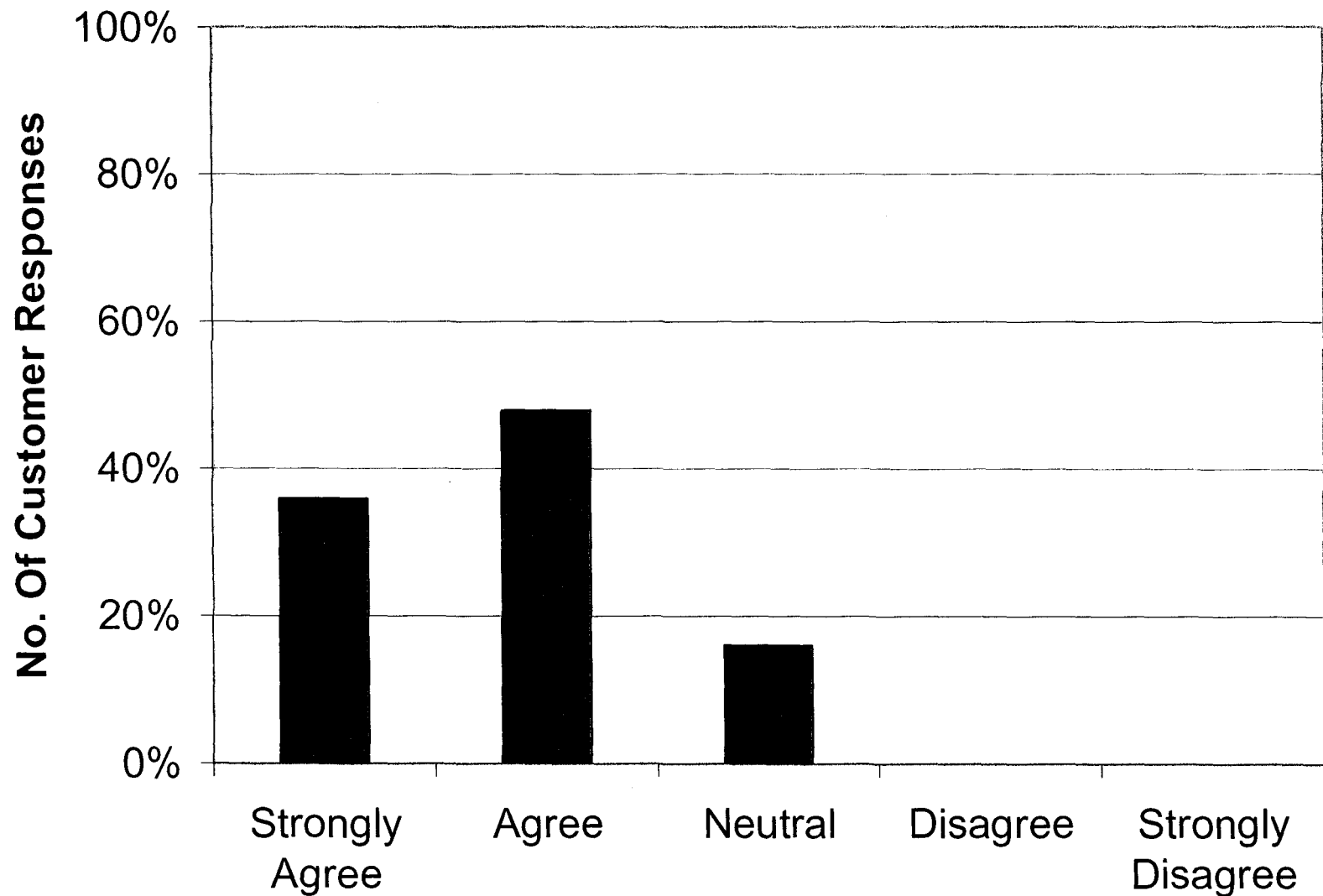
N=25

A "Help" section in the GMIS would provide me answers to questions regarding the use of the system



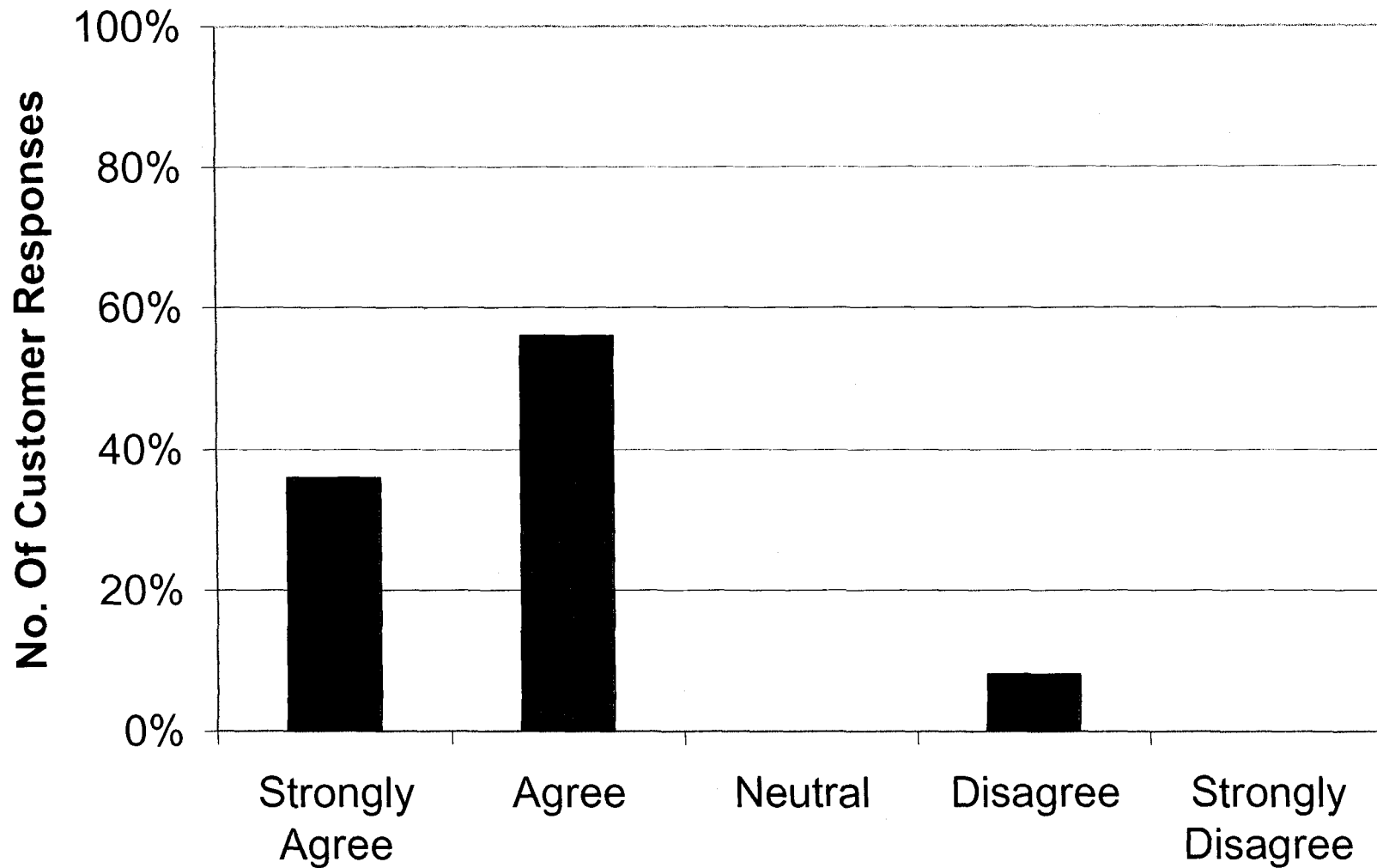
N=25

Navigating within the grant application is easy



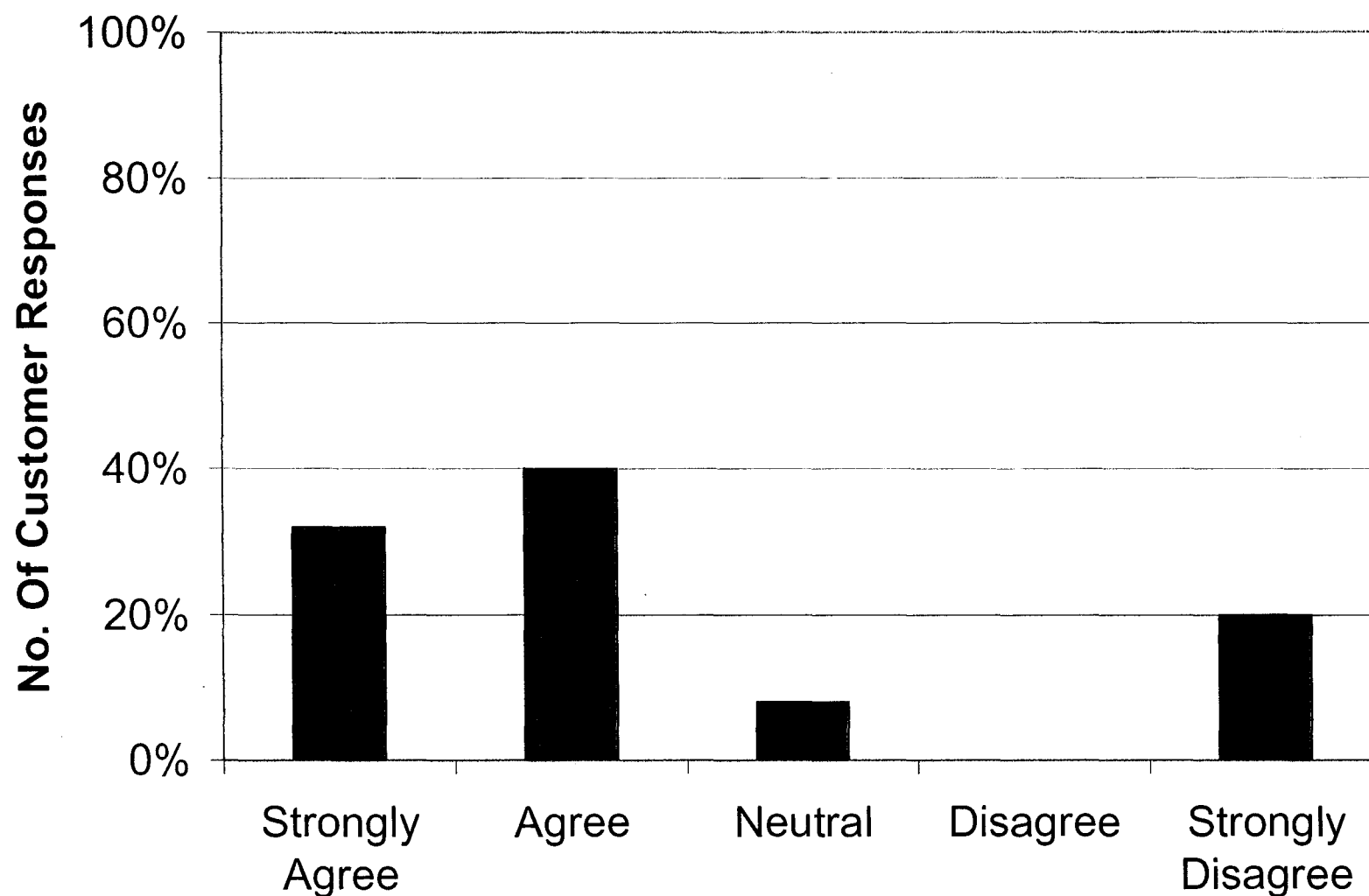
N=25

The text in the application is clear and concise



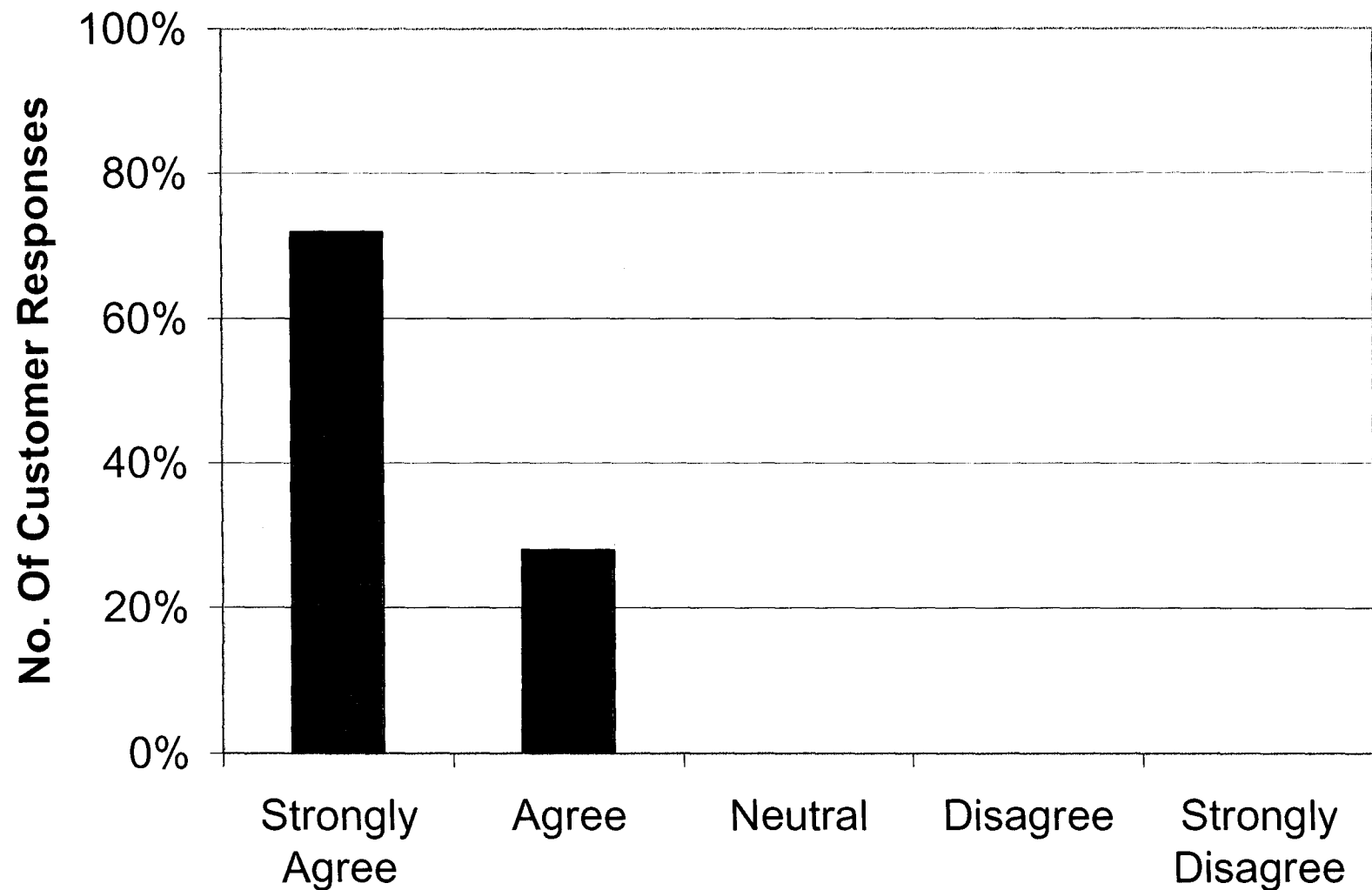
N=25

The application prints out in an easy, readable format



N=25

**The OJP staff is knowledgeable and provided t/a
necessary to complete a grant application**



CUSTOMER SURVEY ANSWERS QUESTIONS 10, 11, 12

10. What do you believe the OJP could do to improve the system?

Text would be missing once a page was typed and saved.

Improvements are already reported to be underway.

Improve Help section.

Get the pages to print out per page – not rolling over.

Have finances calculated and inter-related directly in the application.

Have the user login not be a direct e-mail address, but instead allow a user name to be linked to several e-mail addresses for identification.

No specific thoughts about the improvements, etc.

It would help to have the program make suggestions as to why certain area is not complete. Make sure all areas are completed properly.

You have a wonderful staff that is always there to answer questions or to help with any problems.

References to total figures in sections on the budget transfer to the front page of the grant document.

Had problems when document printed only printed work pages running them together and right side of document some of print missing.

It would be great if we could submit fiscal and progress reports over the same system.

The GMIS is wonderful. There were a few glitches in the beginning but they seem to be corrected.

It would be nice if all of the grants could be placed on the GMIS.

The OJP staff is knowledgeable and provides technical assistance necessary to complete a grant submission.

Overall, I think it is a good system.

More workshops for the system (user).

Nothing.

12. What is the greatest strength of the system?

It was very clear what I needed to do and I liked having it on line so I didn't lose or misplace my files.

Automation.

Security.

Convenience and paperless.

The word application was difficult to navigate, edit and print. GMIS is a big improvement in these regards.

The greatest strength is being able to electronically file all forms, talk with a staff member in reference to your grant while on line and the handbooks that are provided with some sections.

The system allows the user as well as OJP the opportunity to review the grant during the writing of the grant.

It is convenient and easy to use.

Submission of grant applications is quicker.

I like being able to submit the application this way. Much easier!

Decreases the time spent compiling the paperwork.

The greatest strength is the ease in which changes can be made.

When revising budgets, special conditions, etc. the process is very simple and user friendly.

I think a spread sheet design that calculates the percentages and places the numbers in the document would be a big help.

Everything about the program is easy.

The time savings of being able to submit applications electronically versus hand delivering.

It is all on computer and easily to understand and send.

13. What is the greatest weakness of the system?

Losing the text when I returned to pages that had already been completed.

When printing, it is difficult to read entire text, it cuts some text off.

Navigation.

Financials are treated in the same manner as text.

DPS edits are still done in hardcopy form. Have added function which would make process easier.

I have trouble moving between screens. This could have been because it was my first time or it could have been our server, but it was a slow process for me.

I don't see a weakness.

Printing is aggravating as the entire document prints without normal page breaks.

It takes too many steps to print a page.

Printing.

The numbering of the pages is off.

It would be nice if the numbers on the program matched that of the application.

Initially, the loss of data was a concern. However, it appears that this problem has been resolved by the staff at DPS.

Not having the percentages calculated for you.

Spellcheck is needed.

I don't particularly care for the way the application prints out.

It is not user friendly.

GRANTS MANAGEMENT SYSTEM EXAMPLES



E-mail Address gingerdukes@scdps.net

Password

Forgot Password ☐

[Click here for Application Instructions for Web-Based Grant Management Information System](#)

[Comments or Questions](#)



OFFICE OF JUSTICE PROGRAMS

[Close](#)

STATE OF SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

Office Of Justice Programs Drug Control and System Improvement Program Grant Application

FOR STATE FUNDING AGENCY (SFA) USE ONLY

Grant #

App # AD04038

Award Date:

Prior Grant #1

#2

#3

#4

Federal Fiscal Year:

Fund Year:

Program Area:

To Be Completed by Project Director

Section 1

County Name: 00 - STATE AGENCY

Section 2

Grant Period:

Begin: 7/1/2004

End: 6/30/2005

Section 3

Project Title:

Section 4

Project Summary:

Section 5

Type of Application

a. Initial

b. Year of Funds : 1st

Other:(Specify)

c. Not selected

Section 6

a. Organization Type : Not selected

Other:(Specify)

b. U. S. Congressional District

Section 7

FEIN:

FEIN: Not selected

Agency Name Office of Justice Programs

Address Post Office Box 1993

City Blythewood

State South Carolir

(Please use the Name/Address
above instead of this field)
Name and Address of Implementing
Agency

10 Digit Zip 29016

(Area) Phone #:

(Area) Fax #:

COMPLETE PAGES 2&3 BEFORE COMPLETING THIS SECTION**Section 8****BUDGET**

Use whole dollars only (For example: \$1,500 not \$1,500.00)

a. BUDGET CATEGORIES	GRANTOR	AGENCY MATCH	TOTAL
Personnel	\$0	\$0	\$0
Contractual Services	\$0	\$0	\$0
Travel	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Other	\$0	\$0	\$0
TOTAL:	\$62,886	\$21,169	\$84,055
b. PERCENTAGE:	75%	25%	

Section 9

APPROPRIATION OF NON-GRANTOR
MATCHING FUNDS Not selected

Other (Explain):

WHOLE DOLLARS ONLY

BUDGET DESCRIPTION

CATEGORIES	GRANTOR	MATCHING CASH
PERSONNEL		

SALARIES	% of Time	Quantity		
Position Title	On Project			
			\$0	\$0
TOTAL SALARIES:			\$0	\$0

EMPLOYER CONTRIBUTIONS (Fringe Benefits)

	% or Rate	X	Base		
Social Security & Medicare (FICA)				\$0	\$0
Retirement				\$0	\$0
Worker's Compensation Insurance				\$0	\$0
Unemployment Insurance (on first \$7,000 only)				\$0	\$0
Health Insurance				\$0	\$0
Dental Insurance				\$0	\$0
Pre-Retirement Death Benefit				\$0	\$0
Accident Death Benefit (Police Officers)				\$0	\$0
Other Employer Contributions (Itemize)				\$0	\$0
TOTAL EMPLOYER CONTRIBUTIONS:				\$0	\$0
TOTAL PERSONNEL:				\$0	\$0

CONTRACTUAL SERVICES:

(Itemize DO NOT include professional fees for doctors, psychologist, etc.)

	\$0	\$0
TOTAL CONTRACTUAL SERVICES	\$0	\$0

TRAVEL:

(Itemize-include mileage, airline cost, lodging, per diem, parking, car rental)

	\$0	\$0
TOTAL TRAVEL:	\$0	\$0

Show Section 2-A Disabled

USE WHOLE DOLLARS ONLY

BUDGET DESCRIPTION**CATEGORIES**

MATCHING

GRANTOR CASH

EQUIPMENT (\$1,000 or more per Unit):

(Itemize - DO NOT USE BRAND NAME.- Also, DO NOT include leased, rented items or software)

ITEM	QUANTITY		
		\$0	\$0
TOTAL EQUIPMENT:		\$0	\$0

Other:

	\$0	\$0
TOTAL OTHER:	\$0	\$0

BUDGET NARRATIVE

List items under each Budget Category heading. Explain exactly how each item in your budget (both grantor and match) will be utilized. It is important that these items, as they relate to the operation of the project, be established. Dollar amounts DO NOT have to be provided

BUDGET NARRATIVE (Continued)

GRANT NO.

ACCEPTANCE OF AUDIT REQUIREMENTS

PLEASE NOTE: State Agencies whose annual audit is covered by the State Auditor's office do not have to complete this form.

We agree to have an audit conducted in compliance with OMB Circular A-133, whichever is applicable. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$300,000). If required, we will forward for review and clearance a copy of the completed audit(s), including the management letter if applicable, to:

M. F. McElveen, Jr., Manager
Accounting - Grants, Modular #14
S.C. Department of Public Safety
5400 Broad River Road
Columbia, South Carolina 29212-3540

The following is information on the next organization-wide audit which will include this agency: (Use your Agency's fiscal year)

1. *Audit Period: Beginning _____ Ending _____
2. Audit will be submitted to Accounting - Grants by: _____
(Date)

NOTE: The audit or written certification must be submitted to Accounting - Grants, S.C. Department of Public Safety no later than the ninth month after the end of the audit period.

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit with the understanding that in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit is in accordance with OMB A-133. Any information regarding the OMB Circular audit requirements will be furnished by Accounting - Grants, S.C. Department of Public Safety, upon request.

***NOTE: The Audit Period is the organization's fiscal or calendar year to be audited.**

Failure to complete this form will result in your grant award being delayed and/or cancelled.

PROGRAM NARRATIVE

1) PROBLEM STATEMENT: First, define the problem exactly as it exists in your particular community. Describe the magnitude of the problem using valid, updated statistical data, and cite the source and date of your information. If you intend to show changes in the magnitude or severity of the problem. Remember to document the problem and not the solutions of the problem. Second, identify your existing efforts, current resources and problems being utilized to solve the problem.

PROGRAM NARRATIVE

PROJECT PURPOSE: First, describe the broad goals of your project. Then describe a specific plan for conducting and a rationale for the tasks and activities to be employed to address the problem outlined on Page 7.

PROGRAM NARRATIVE

PROJECT OBJECTIVE(S): Objectives are specific, quantified statements of expected results of the project. They be described in terms of measurable events that can be realistically expected under time constraints and resources must be related to the Problem Statement and Project Purpose outlined on Pages 7 and 8.

PROGRAM NARRATIVE

PERFORMANCE INDICATOR(S): State exactly how each objective will be measured. **Performance indicators matched to each specific program objective on Page 9** (i.e., if there are 5 objectives, then there must be 5 corresponding performance indicators). Performance indicators are based on quantitative (numbers) and qualitative (opinions or meaningful ways) data gathering procedures which evaluate and document your project.

PROGRAM NARRATIVE

PROJECT EVALUATION: This requirement is to: (1) establish an evaluation plan or process to assess the impact on the drug and violent crime problem in your jurisdiction, (2) conduct the evaluation during the grant funded period, submit a formal written evaluation report at the close of the grant period. The purpose of evaluating each project is well it has been implemented in your jurisdiction and to assess the extent to which the activities funded have achieved project's goals. The plan or process must describe how the evaluation will be accomplished and must describe the activities that will serve as vehicles for obtaining general qualitative and specific quantitative information. **The plan must be completed and submitted on this page.**

PROGRAM NARRATIVE

TOTAL PROJECT AREA POPULATION: Provide the most current population figures for the area served by this population of the project area may be larger than the population of the recipient unit of government (e.g., the project jurisdictional effort) or smaller (e.g., the project targets a specific segment of the jurisdiction). Cite the source of the information presented.

Total Population for county(ies):

Or City/Town:

Site source of information

Agency Information: (for Law Enforcement Agencies ONLY)

Number of sworn officers in agency

Number of non-sworn staff in agency

Total number of personnel in agency

GRANT-FUNDED PERSONNEL TRAINING: A formal training plan should be prepared for grant-funded personnel qualification training necessary to adequately implement the first year of the grant project. For continuation grant sustainment-training needs are encouraged and expected. Cite the training plan and training courses below.

PROJECT CONTINUATION POTENTIAL: Explain how the project activity will be continued after federal assistance

available.

Implementation Tasks	Person Responsible	Implementation Proposed (Proposed Quarters)				Implementation Actual (Actual Date:			
		1st	2nd	3rd	4th	1st	2nd	3rd	4th
		Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr

The implementation schedule is intended to give our office a proposed list of activities planned, when they are to and the person responsible. Exact dates are not necessary in the "Implementation Proposed Time Frame" section "X" to denote which quarter you plan to implement the activity. This schedule will be used to reflect the actual act etc. in the "Implementation Actual Time Frame" section when the grant project is monitored.

DRUG CONTROL AND SYSTEM IMPROVEMENT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

1. **Availability of Federal Funds:** This grant award is contingent upon availability of federal funds approved by C
2. **Applicable Federal Regulations:** The Subgrantee must comply with the Office of Management and Budget (C as applicable: A-21 Cost Principles for Educational Institutions; A-87 Cost Principles for State and Local Governn Uniform Administrative Requirements for Grants and Agreements with Institutions; and, A-122 Cost Principles for Organizations. Also, the Subgrantee must comply with the provisions of 28 CFR applicable to grants and cooper including Part II, Applicability of Office of Management and Budget Circulars; Part 18, Administrative Review Proc Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Criminal Intelligence Systems Operating Policies; Part 42, Non-discrimination Equal Employment Opportunity Po Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Ma Wetland Protection Procedures; and Part 66 (formerly OMB Circular A-102), Uniform Administrative Requirement Cooperative Agreements to State and Local Governments.
3. **Allowable Costs:** The allowability of costs incurred under any grant shall be determined in accordance with th principles of allowability and standards for selected cost items as set forth in the applicable OMB Circulars refere
4. **Audit Requirements:** The subgrantee agrees to comply with the requirements of OMB Circular A-133. Furthe respect to all matters covered by this grant shall be made available for audit and inspection by the State Funding and/or any of their duly authorized representatives. If required, the audit report must specifically cite that the repo accordance with the OMB Circular. If a compliance audit is not required, a written certification must be provided a each audit period stating that the subgrantee has not expended the amount of federal funds that would require a audit. The subgrantee agrees to accept these requirements by the completion of Page 6 of this application. **The S Agency (SFA) will only pay the grant portion of compliance audit costs and only if a compliance audit is i Funding for accounting services is not allowed.**
5. **Equal Employment Opportunity:** No person shall on the grounds of race, creed, color or national origin, be e participation in, be refused the benefits of, or be otherwise subjected to discrimination under subgrants awarded i Act governing these funds or any project, program, activity or subgrant supported by such requirements of Title V Rights Act of 1964, and all applicable requirements pursuant to the regulations of the Department of Commerce (Federal Regulations, Part 8, which have been adopted by the Federal Funding Agency); Title IX of the Education 1972; the Age Discrimination Act of 1975; Department of Labor Regulation 41 CFR Part 60; and the Department discrimination Regulations 28 CFR Part 42, Subparts C, D, E and G. The subgrantee must therefore ensure it ha Employment Opportunity Program (EEOP) which meets the requirements of 28 CFR 42.301. The Subgrantee fur post in a conspicuous place, available to all employees and applicants for employment, notices setting forth the p EEOP, as supplemented in Department of Labor Regulations 41 CFR Part 60.

The Subgrantee assures that in the event a federal or state court or federal or state administrative agency makes discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a funds, the recipient will immediately forward a copy of the findings to the SFA.

6. **Conflict Of Interest:** Personnel and other officials connected with this grant shall adhere to the requirements of

a. Advice: No official or employee of a state or unit of local government or of non-government grantees/subgrantees shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative agreement, claim, controversy, or other particular matter in which these funds are used, where to his knowledge he or his immediate family members, partners, organization other than a public agency in which he is serving as officer, director, trustee, partner, or employee or person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest.

DRUG CONTROL AND SYSTEM IMPROVEMENT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

b. Appearance: In the use of these grant funds, officials or employees of state or local units of government and governmental grantees/subgrantees shall avoid any action which might result in, or create the appearance of:

- 1) Using his or her official position for private gain;
- 2) Giving preferential treatment to any person;
- 3) Losing complete independence or impartiality;
- 4) Making an official decision outside official channels; or
- 5) Affecting adversely the confidence of the public in the integrity of the government or the program.

7. **Bonding:** It is strongly recommended that all officials identified on this grant who have authority to obligate, expend, or make expenditures be bonded for an amount no less than the total amount of the grant, including match.

8. **Non-Supplanting Agreement:** The subgrantee shall not use grantor funds to supplant state or local funds or other funds that would otherwise have been made available for this program. Further, if a position created by a grant is filled by a grant, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the subgrantee shall be charged the grant for the new position. Upon filling the vacancy, the subgrantee may resume charging for the grant.

9. **Project Implementation:** The Subgrantee agrees to implement this project within 90 days following the grant award date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the final report.

10. **Written Approval of Changes:** Any changes to this subgrant, which are mutually agreed upon, must be approved by the SFA prior to implementation or obligation and shall be incorporated in written amendments to this grant. The approval of changes to the approved subgrant is not limited to budgetary changes, but also includes changes of substance in the project activities and changes in the project director or key professional personnel identified in the approved application.

11. **Contract Approval Requirements:** The Subgrantee must receive approval of all contract agreements for services or products from the SFA prior to execution. The contract will require review and approval by appropriate staff. Every contract must identify by name all researchers, agents or vendors providing the service or product stipulated. If written approval is given, an executed copy of the contract must be submitted to the SFA prior to payment or within 30 days of signature, whichever comes first.

In addition to the above requirements, consultant contractors (both individual and consulting firm) will be required to submit progress and fiscal reports. Such reports will include an accounting of all financial transactions completed during the contract period as well as a description of the actual services provided. Final progress, narrative and fiscal reports will be due 30 days after the completion of the contract. The final fiscal report must contain a complete accounting of financial transactions for the entire contract period. In the final narrative report, the contractor must provide a specific statement as to the services or products provided under the terms of the contract.

12. **Individual Consultants:** Billings for consultants who are individuals must include at a minimum: a description of the services or products provided, the name of the consultant, the date of service, and the amount of the bill.

dates of services; number of hours services performed; rate charged for services; and, the total cost of services per individual consultant. Individual consultant costs must be within the prevailing rates, not to exceed the maximum of \$450.00 per day.

13. Dual Employment Compensation: Dual employment compensation must be approved by the SFA prior to consultants. An appropriate dual employment compensation form must be completed and submitted to the SFA.

14. Sole Source Procurement: Use of sole source procurement is discouraged. Sole source purchases will be **under exceptional circumstances** and must follow precisely the procedure set forth in the South Carolina Cons Procurement Code. All sole source purchases will require the explicit **prior written approval** of the SFA.

DRUG CONTROL AND SYSTEM IMPROVEMENT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

15. Bidding Requirements: The subgrantee must comply with proper competitive bidding procedures as require Part 66 (formerly OMB Circular A-102) or OMB Circular A-110, as applicable.

On any items, including those bids in the aggregate, whose total cost is less than \$5000, the bids do not have to the SFA for review and approval; but adequate documentation must be maintained in the subgrantee's files.

On any items, including those bids in the aggregate, whose total cost is \$5000 or more, bids must be submitted to review and approval prior to acceptance of any bid. Please refer to the Administrative Procurement Procedures for instructions.

16. Personnel and Travel Costs: Personnel and Travel costs must be consistent with the agency's policies and must be applied uniformly to both federally financed and other activities of the agency. In the absence of agency travel costs must not exceed the rate set by state regulation, a copy of which is available upon request. However, the agency's travel rates exceed the federal rate established by the Internal Revenue Service. If travel costs are in grant application, a copy of the agency's policies and procedures manual or its Board's signed minutes must be submitted with the application which provide mileage and per diem rates.

17. Rental Cost: The SFA will only pay the grant portion of rental costs. Grant participation in mortgage payment. Prior to final approval of rental costs, a copy of the lease agreement must be provided to the SFA as well as the total footage included in the rental agreement and the amount of square footage requested to be funded under this grant. Subgrantee must request approval, in writing, when:

a. The total rental space requirement, including space for files, conference, mail, supply, reproduction and storage, exceeds 150 square feet per employee. Space required for intermittent and/or part-time employees may be included in the space requirement.

b. The rental charge exceeds \$10 monthly per square foot. The subgrantee must certify in writing that the rental charge is consistent with the prevailing rates in the local area and shall maintain documentation in its files to support determination.

18. Obligation of Grant Funds: Grant funds may not, without advance written approval by the SFA be obligated on the effective date of award or approved revision. No obligations are allowed after the end of the grant period, and the payment must be submitted no later than 45 calendar days after the end of the grant period.

19. Utilization and Payment of Grant Funds: Funds awarded are to be expended only for purposes and activities in the subgrantee's approved project plan and budget. Items must be in the subgrantee's approved grant budget and are eligible for reimbursement. Payments will be adjusted to correct previous overpayments and disallowances or underpayments resulting from audit.

Claims for reimbursement must be submitted no more frequently than once a month and no less than once a quarter. Failing to meet this requirement, without prior written approval, are subject to cancellation. Claims for reimbursement must be documented as detailed in the Request for Payment Instructions.

20. Recording and Documentation of Receipts and Expenditures: Subgrantee's accounting procedures must ensure accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended

These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures subgrant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for cash, real and personal property, and other assets. Accounting records must be supported by such source documents as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents,

DRUG CONTROL AND SYSTEM IMPROVEMENT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

21. Financial Responsibility: The financial responsibility of subgrantees must be such that the subgrantee can discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems must meet the following criteria as outlined in the Office of Justice Programs guideline manual entitled, "Financial and Administrative Requirements for Grants."

a) Accounting records should provide information needed to adequately identify the receipt of funds under each grant and the expenditure of funds for each grant.

b) Entries in accounting records should refer to subsidiary records and/or documentation which support the entries and can be readily located.

c) The accounting system should provide accurate and current financial reporting information.

d) The accounting system should be integrated with an adequate system of internal controls to safeguard the assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.

22. Reports: The subgrantee shall submit, at such times and in such form as may be prescribed, such reports as may be reasonably require, including quarterly financial reports, progress reports, final financial reports and evaluation reports.

23. Program Income: All program income generated by this grant during the project must be reported to the SFA (in the quarterly fiscal report) and must be put back into the project or be used to reduce the grantor participation in the project. The use or planned use of all program income must have prior written approval from the SFA.

24. Retention of Records: Records for non-expendable property purchased totally or partially with grantor funds shall be retained for three years after its final disposition. All other pertinent grant records including financial records, supporting documents and statistical records shall be retained for a minimum of three years after the final expenditure report is submitted. If litigation, claim or audit is started before the expiration of the three year period, then records must be retained for a longer period after the litigation, claim or audit is resolved.

25. Property Control: Effective control and accountability must be maintained for all personal property. Subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Subgrantees must exercise caution in the use, maintenance, protection and preservation of such property.

a. Title: Subject to the obligations and conditions set forth in 28 CFR Part 66 (formerly OMB Circular A-102), title to non-expendable property acquired in whole or in part with grant funds shall be vested in the subgrantee. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.

b. Property Control Record Form: At the time the final request for payment is submitted, the subgrantee must submit a copy of the Property Control Record Form (provided by the SFA) listing all such property acquired with grant funds. The subgrantee agrees to be subject to a biennial audit by the SFA and/or its duly authorized representatives for verification of information contained in the Property Control Record Form.

c. Use and Disposition: Equipment shall be used by the subgrantee in the program or project for which it was acquired, as needed, whether or not the program or project continues to be supported by federal funds. When use of the property for project activities is discontinued, the subgrantee shall request, in writing, disposition instructions from the SFA prior to disposition of the property. Theft, destruction, or loss of property shall be reported to the SFA immediately.

DRUG CONTROL AND SYSTEM IMPROVEMENT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

26. Performance: This grant may be terminated or fund payments discontinued by the SFA where it finds a subgrantee fails to comply with the provisions of the Act governing these funds or regulations promulgated, including those grant conditions established by the SFA. In the event the subgrantee fails to perform the services described herein and has received financial assistance from the SFA, the subgrantee shall reimburse the SFA the full amount of the payment received. However, if the services described herein are partially performed, and the subgrantee has previously received financial assistance, the subgrantee shall proportionally reimburse the SFA for payments made.

27. Deobligation of Grant Funds: All grants must be deobligated within forty-five (45) calendar days of the end of the grant funding period. Failure to deobligate the grant in a timely manner will result in an automatic deobligation of the grant by the SFA.

28. Project Evaluation Report: The formal evaluation report must be received by the SFA not later than 45 days after the end of the grant funding period. The report is in addition to the cumulative Fourth Quarter (Final) Progress Report also due at the end of the grant funded period.

29. Copyright: Except as otherwise provided in the terms and conditions of this grant, the subgrantee or a contractor through this grant is free to copyright any books, publications or other copyrightable materials developed in the course of this grant. However, the federal awarding agency and/or state funding agency (SFA) reserve a royalty-free, non-exclusive, irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government purposes:

- a. the copyright in any work developed under this grant or through a contract under this grant; and,
- b. any rights of copyright to which a subgrantee or subcontractor purchases ownership with grant support.

The federal government's rights and/or the SFA's rights identified above must be conveyed to the publisher and the publisher's release form must ensure the preservation of these rights.

30. Cash Depositories: Subgrantees are required to deposit grant funds in a federally insured banking institution. A balance exceeding insurance coverage must be collaterally secured.

31. Furniture Purchase Requirements (For State Agencies Only): The SFA requires that furniture funded by the grant (and match) be purchased through the South Carolina Department of Corrections, Prison Industries Program. A subgrantee may purchase grant funded furniture through another vendor only if, (a) PI is unable to guarantee delivery within (8) weeks of the placement of the order, or (b) the subgrantee receives a bid for furniture of equal or higher specification than the PI cost. If (a) or (b) is utilized, the Project Director or Authorized Official must certify this process. The certification must accompany the Request for Payment for the applicable items.

Regardless of purchase source, the PI cost will be the maximum allowed by the grant. The maximum limit applies to grant funds and Match funds and any combination of the two. The subgrantee should contact a customer services representative at 1-800-922-8121.

32. Americans with Disabilities Act of 1990 (ADA): The subgrantee must comply with all requirements of the Americans with Disabilities Act of 1990 (ADA), as applicable.

DRUG CONTROL AND SYSTEM IMPROVEMENT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

33. Compliance With Section 504 Of The Rehabilitation Act of 1973 (Handicapped): All recipients of federal funds must comply with Section 504 of the Rehabilitation Act of 1973 (The Act). Therefore, the federal funds recipient pursuant to this grant hereby gives assurance that no otherwise qualified handicapped person shall, solely by reason of handicap be excluded from the participation in, be denied the benefits of or be subject to discrimination, including in employment, in any program or activity that receives or benefits from federal financial assistance. The recipient shall ensure that requirements of The Act shall be included in the agreements with and be binding on all of its subgrantees, contractors, subcontractors, assignees or successors.

34. Utilization of Minority Businesses: Subgrantees are encouraged to utilize qualified minority firms where co-performance of major contract work will not conflict with funding or time schedules.

35. Confidential Information: Any reports, information, data, etc., given to or prepared or assembled by the subgrantee under this grant which the SFA requests to be kept confidential shall not be made available to any individual or organization without prior written approval of the SFA.

36. Political Activity: None of the funds, materials, property or services provided directly or indirectly under this grant shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or otherwise in violation of the provisions of the "Hatch Act."

37. Debarment Certification: The subgrantee must comply with Federal Debarment and Suspension regulations regarding completion of "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Transactions" by subrecipients prior to entering into a financial agreement with the subrecipients for any transaction.

a. Any procurement contract for goods and services, regardless of type, expected to equal or exceed the Federal Acquisition Regulation small purchase threshold (which is \$25,000 and is a cumulative amount from all federal funding sources).

b. Any procurement contract for goods and services, regardless of amount, under which the subrecipient will have a significant influence on or substantive control over the transaction.

The subgrantee is responsible for monitoring the submission and maintaining the official document.

38. Drug-Free Workplace Certification: This Certification is required by the S. C. Drug-Free Workplace Act #59 federal regulations implementing the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the 31, 1989 Federal Register, **require certification by state agency subgrantees** that they will maintain a drug-free workplace. The South Carolina Drug-Free Workplace Act **requires certification** by all **subgrantees receiving \$50,000 or more** in federal funds. Certification is a material representation of fact upon which reliance will be placed when the SFA determines to award a grant. A False Certification or violation of the Certification shall be grounds for suspension of payments, suspension or termination of the grant; or government-wide suspension or debarment.

39 Disclosure of Federal Participation: In compliance with Section 623 of Public Law 102-141, the subgrantee shall disclose the amount of this award shall be used to finance the acquisition of goods and services (including construction services) for the Project unless the subgrantee:

a. specifies in any announcement of the awarding of the contract for the procurement of the goods and services (including construction services) the amount of Federal funds that will be used to finance the acquisition; and,

b. expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned project.

The above requirements only apply to a procurement for goods or services (including construction services) the aggregate value of \$500,000 or more.

DRUG CONTROL AND SYSTEM IMPROVEMENT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

40. Publications: The subgrantee agrees that any publication (written, visual, or sound, but excluding press releases, newsletters, and issue analyses) issued by the subgrantee describing programs or projects funded in whole or in part by the grant, shall contain the following statement:

"This project was supported by Federal Formula Grant # _____, (refer to the Grant Award for the Federal Formula Grant Number which can be found immediately after the CFDA No.) awarded by the Bureau of Justice Assistance, U.S. Department of Justice through the South Carolina Department of Public Safety. The Assistant Attorney General, Office of Justice Services coordinates the activities of the following program offices and bureaus: Bureau of Justice Assistance, Bureau of Criminal Justice, National Institute of Justice, Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. The views or opinions contained within this document are those of the author and do not necessarily represent the official position of the South Carolina Department of Public Safety."

policies of the U. S. Department of Justice."

The subgrantee also agrees that one copy of any such publications will be submitted to the SFA to be placed and distributed as appropriate to other potential subgrantees or interested parties. The SFA may waive the requirement of submission of any specific publication upon submission of a request providing justification from the subgrantee.

41. Closed-Captioning of Public Service Announcements: Any television public service announcement that is funded in whole or in part by any agency or instrumentality of Federal Government shall include closed captioning of content of such announcement.

42. Non-Profit Organization Special Requirement: In accordance with the revised OMB Circular A-110, effective 1987, non-profit organizations shall maintain advances of federal funds in interest bearing accounts. Interest and all advances of Federal grant funds up to \$250 per fiscal year may be retained by the recipient for administrative amount is not per award but from all funds received as a result of Federal programs. Annually remit interest earned above the \$250 per fiscal year) on advances of Federal grant funds to the United States Department of Health and Services, Division of Payment Management Services, Post Office Box 6021, Rockville, MD 20852. In order to comply with this requirement, we suggest that the subgrantee have a separate bank account for funds received under this

43. Fiscal Regulations: The fiscal administration of grants shall be subject to such further rules, regulations and concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as are prescribed by the SFA Guidelines or "Special Conditions" placed on the grant award.

44. Compliance Agreement: The subgrantee agrees to abide by all Terms and Conditions including "Special Conditions" upon the grant award by the SFA. Failure to comply could result in a "Stop Payment" being placed on the grant.

45. Higher Education Institutions: Where cash match is required subgrantees must show the applicable percentage each line item entry on the respective budget pages. An exception is made for institutions of higher education operating in accordance with OMB Circular A-21. In those instances the subgrantee may show an aggregate, bottom line match. However, eligible applications utilizing this option must document in their Request For Payments of match on at least a quarterly basis. They also must fulfill the total match amounts required under the grant prior to disbursement of the final payment from the Department of Public Safety to the subgrantee.

DRUG CONTROL AND SYSTEM IMPROVEMENT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

46. Suspension or Termination of Funding: The SFA may suspend, in whole or in part, and/or terminate funding or impose another sanction on a subgrantee for any of the following reasons:

- a. Failure to comply substantially with the requirements or statutory objectives of the Omnibus Crime Control and Drug Abuse Prevention Act of 1968, as amended; Block Grants Program Guidelines issued thereunder, or other provisions of Federal Law.
- b. Failure to adhere to the requirements, standard conditions or special conditions.
- c. Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding.
- d. Failure to submit reports.
- e. Filing a false certification in this application or other report or document.
- f. Other good cause shown.

DRUG CONTROL AND SYSTEM IMPROVEMENT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

47. This special condition facilitates compliance with the provisions of the National Environmental Policy Act (NEPA) regarding clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories [hereinafter, "meth lab operations"]. No monies from this award may be obligated for meth lab operations unless the grantee implements this special condition.

The Office of Justice Programs (OJP), in consultation with the Bureau of Justice Assistance, the Drug Enforcement Administration, and the Office for Community Oriented Policing Services, prepared a Program-level Environmental Assessment (Assessment) governing meth lab operations. The Assessment describes the adverse environmental, health, and safety impacts likely to be encountered by law enforcement agencies as they implement specific actions under their methamphetamine laboratory operations. Consistent with the Assessment, the following terms and conditions apply to the grantee's OJP-funded meth lab operations:

A. The grantee shall ensure compliance by OJP funded sub-grantees with federal, state and local environmental safety laws and regulations applicable to meth lab operations, to include the disposal of the chemicals, equipment, and wastes resulting from those operations.

B. The grantee shall have a Mitigation Plan in place that identifies and documents the processes and points of accountability within its state. This plan will be used to ensure that the adverse environmental, health, and safety impacts delineated in the Assessment are mitigated in a manner consistent with the requirements of this condition.

C. The grantee shall monitor OJP funded meth lab operations to ensure that they comply with the following nine measures identified in the Assessment and whose implementation is addressed in the grantee's Mitigation Plan. The mitigation measures must be included as special condition in all subgrants: (See below)

1. Provide medical screening of personnel assigned or to be assigned by the grantee to the seizure or closure of methamphetamine laboratories;
2. Provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned to either the seizure or closure of clandestine methamphetamine laboratories;
3. As determined by their specified duties; equip the personnel with OSHA required protective wear and other necessary equipment;
4. Assign properly trained personnel to prepare a comprehensive contamination report on each seized/closed lab;
5. Utilize qualified disposal personnel to remove all chemicals and associated glassware, equipment, and contaminants and wastes from site(s) of each seized laboratory;
6. Dispose of the chemicals, equipment, and contaminated materials and wastes at properly licensed disposal facilities, or, if not available, at properly licensed recycling facilities;
7. Monitor the transport, disposal, and recycling components of subparagraphs numbered 5. and 6. immediately to ensure proper compliance;
8. Have in place and implement a written agreement with the responsible state environmental agency. This agreement shall provide that the responsible state environmental agency agrees to (i) timely evaluate the environmental condition of the site of a closed clandestine laboratory and (ii) coordinate with the responsible party, property owner, or others to ensure any residual contamination is remediated, if determined necessary by the state environmental agency and in accordance with existing state and federal requirements; and
9. Have in place and implement a written agreement with the responsible state or local service agencies to provide for any minor, as defined by state law, at the site. This agreement must ensure immediate response by qualified personnel to (i) respond to the potential health needs of any minor at the site; (ii) take that minor into protective custody unless the minor is criminally involved in the meth lab activities or is subject to arrest for other criminal violations; (iii) ensure immediate testing for methamphetamine toxicity; and (iv) arrange for any follow-up medical tests, examinations, or health care as necessary as a result of methamphetamine toxicity.

DRUG CONTROL AND SYSTEM IMPROVEMENT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to sign. Applicants should also review the instructions for certification included in the regulations before completing this form. Signatures provided for compliance with certification requirements under the applicable CFR covering New Restrictions on Lobbying, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certifications shall be treated as a material representation of fact upon which reliance will be placed.

Funding Agency (SFA) determines to award the covered transaction, grant or cooperative agreement.

1. LOBBYING:

As required by Section 1352, Title 31 of the U.S. Code, and implemented by the applicable CFR, for persons entering or cooperative agreement over \$100,000, as defined by the applicable CFR, the applicant certifies that:

A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

C. The undersigned shall require that the language of this certification be included in the award documents for all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that the tiers shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (SUB-RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, participants in primary covered transactions, as defined in the applicable CFR -

A. The applicant certifies that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a deprivation of benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust laws or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or stolen property;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A(2) of this certification; and

(4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach a statement explaining the reasons.

DRUG CONTROL AND SYSTEM IMPROVEMENT GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

3. A. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS) -- APPLICABLE TO GRANTEES RECEIVING \$50,000 OR MORE AND ALL STATE AGENCIES REGARDLESS OF GRANT AMOUNT.

As required by the S.C. Drug-Free Workplace Act #593 of 1990 and the Federal Drug-Free Workplace Act of 1988

implemented under the applicable CFR for grantees -

The applicant certifies that it will or will continue to provide a drug-free workplace by:

(1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against violation of such prohibition;

(2) Establishing an on-going drug-free awareness program to inform employees about --

(a) The dangers of drug abuse in the workplace;

(b) The grantee's policy of maintaining a drug-free workplace;

(c) Any available drug counseling, rehabilitation and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);

(4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, any employee who is so convicted -

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(5) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (4)(b), for or otherwise receiving actual notice of such conviction. Employers or convicted employees must provide notice, in writing, to the State Funding Agency. Notice shall include the identification number(s) of each affected grant;

(6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), for any employee who is so convicted -

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance rehabilitation program as required by such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (4), (5) and (6).

4. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS) -- APPLICABLE TO GRANTEES RECEIVING ONE OR MORE. As required by the S.C. Drug-Free Workplace Act #593 of 1990 and the Federal Drug-Free Workplace Act, the grantee shall implement under the applicable CFR for grantees -

A. As a condition of the grant I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to the State Funding Agency.

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

GRANT NO.

CERTIFICATION BY PROJECT DIRECTOR *

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the terms and conditions of this grant application; that cost of grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency or local funds.

(Please use the distinct
name fields below) Name:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Agency:

Mailing Address

City:

State:

10 Digit Zip:

Phone Number:

Fax Number:

E-Mail Address:

Signature:

Bonded: **Unselected****CERTIFICATION BY FINANCIAL OFFICER ***

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this grant application including special conditions; to comply with the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Financial Officer as they relate to the fiscal terms and conditions of this grant application; that cost of grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency or local funds.

(Please use the distinct
name fields below) Name:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Agency:

Mailing Address

City:

State:

10 Digit Zip:

Phone Number:

Fax Number:

E-Mail Address:

Signature:

Bonded: **Unselected**

**DRUG CONTROL AND SYSTEM IMPROVEMENT GRANT
TERMS AND CONDITIONS**

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

GRANT NO.

CERTIFICATION BY OFFICIAL AUTHORIZED TO SIGN *

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit these requirements; that costs incurred prior to grant approval may result in the expenses being absorbed by the grantor and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

The Omnibus Appropriations Act of 1996 requires that subgrantees provide assurance that subgrant funds will not supplant or replace local or state funds or other resources that would otherwise have been available for law enforcement and/or criminal justice activities. In compliance with that mandate, I certify that the receipt of federal funds through the State Funding Agency shall in no way supplant or replace state or local funds or other resources that would have been made available for law enforcement and/or criminal justice activities.

(Please use the distinct
name fields below) Name:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Agency:

Mailing Address:

City:

State:

10 Digit Zip:

Phone Number:

Fax Number:

E-Mail Address:

Signature:

Bonded: **Unselected**

*** NOTE:** THE PROJECT DIRECTOR, FINANCIAL OFFICER AND OFFICIAL AUTHORIZED TO SIGN CANNOT PERSON. STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS WIT APPROVAL.

Close



STATE OF SOUTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY

JUVENILE JUSTICE PROGRAMS GRANT APPLICATION - Formula, Challenge Programs

Oct-99

FOR STATE FUNDING AGENCY (SFA) USE ONLY

Grant #: Award Date:
Prior Grant #1: #2: #3:
App#: Federal ID No.:
Federal Fiscal Year: Fund Year: Program Area:

TO BE COMPLETED BY PROJECT DIRECTOR--SEE INSTRUCTIONS

1. County #: <input type="text"/> County Name: <input type="text"/>	2. Grant Period: <input type="text"/> Begin: <input type="text"/> End: <input type="text"/>
3. Project Title: <input type="text"/>	
4. Project Summary: <input type="text"/>	
5. Type of Application (Check Applicable Line) a. <input type="checkbox"/> Initial <input type="checkbox"/> Continuation <input type="checkbox"/> Revision <input type="checkbox"/> Reverted b. Year of Funds <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> Other: <input type="text"/> c. <input type="checkbox"/> Advance <input type="checkbox"/> Reimbursable	
6. a. Organization Type: (Check Applicable Line) <input type="checkbox"/> State <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Private, Non-Profit Organization Other (Specify): <input type="text"/> b. U.S. Congressional District: <input type="text"/>	7. Name and Address of Implementing Agency <input type="text"/> <input type="text"/> <input type="text"/> 10 Digit Zip: <input type="text"/> (Area) Phone #: <input type="text"/> (Area) Fax #: <input type="text"/>

COMPLETE PAGES 2&3 BEFORE COMPLETING THIS SECTION

8. BUDGET: USE WHOLE DOLLARS ONLY! (For Example: \$1,500 NOT \$1,500.00)

a. BUDGET CATEGORIES	GRANTOR	AGENCY MATCH	TOTAL
Personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contractual Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>
Renovation/Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL:	<input type="text"/>	<input type="text"/>	<input type="text"/>

b. PERCENTAGE: 100 % 0 % 100%

9. APPROPRIATION OF NON-GRANTOR MATCHING FUNDS: ☐ State ☐ County ☐ City
☐ Other (Explain):

WHOLE DOLLARS ONLY			BUDGET DESCRIPTION		Page 2	
CATEGORIES			GRANTOR	MATCHING FUNDS		TOTAL
				CASH	IN-KIND	
I. PERSONNEL						
A. SALARIES:						
<u>Position Title</u>	<u>% of Time On Project</u>	<u>Quantity</u>				
TOTAL SALARIES:				N/A	N/A	
B. EMPLOYER CONTRIBUTIONS (Fringe Benefits):						
Social Security & Medicare (FICA)						
Retirement						
Workers' Compensation Insurance						
Unemployment Insurance (on first \$7,000 only)						
Health Insurance						
Dental Insurance						
Pre-Retirement Death Benefit						
Accidental Death Benefit (Police Officers)						
Other Employer Contributions (Itemize):						
TOTAL EMPLOYER CONTRIBUTIONS:				NA	N/A	
TOTAL PERSONNEL:				N/A	N/A	
II. CONTRACTUAL SERVICES: (Itemize -- DO NOT include professional fees for doctors, psychologists, etc.)						
TOTAL CONTRACTUAL SERVICES:				N/A	N/A	
III. TRAVEL: (Itemize--include mileage, airline cost, lodging, per diem, parking, car rental)						
TOTAL TRAVEL:				N/A	N/A	

CATEGORIES	GRANTOR	MATCHING FUNDS		TOTAL
		CASH	IN-KIND	
IV. EQUIPMENT (\$1,000 or more per Unit): (Itemize - DO NOT USE BRAND NAME. Also, DO NOT include leased or rented items)				
ITEM QUANTITY				
TOTAL EQUIPMENT:		N/A	N/A	
V. RENOVATIONS/CONSTRUCTION: (Describe)				
TOTAL RENOVATIONS/CONSTRUCTIONS:	N/A	N/A	N/A	N/A
VI. OTHER: (Itemize -- See Instructions)				
TOTAL OTHER:		N/A	N/A	

List items under each Budget Category heading. Explain exactly how each item in your budget (both grantor and match) will be utilized. It is important that the necessity of these items, as they relate to the operation of the project, be established. Dollar amounts DO NOT have to be provided.

GRANT NO.

Page 6

ACCEPTANCE OF AUDIT REQUIREMENTS

PLEASE NOTE: State Agencies whose annual audit is covered by the State Auditor's office do not have to complete this form.

We agree to have an audit conducted in compliance with OMB Circular A-133, whichever is applicable. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$300,000). If required, we will forward for review and clearance a copy of the completed audit(s), including the management letter if applicable, to:

M. F. McElveen, Jr., Supervisor
Accounting - Grants, Modular #14
S.C. Department of Public Safety
5400 Broad River Road
Columbia, South Carolina 29210-4088

The following is information on the next organization-wide audit which will include this agency:

1. *Audit Period: Beginning Ending
2. Audit will be submitted to Accounting - Grants by:
(Date)

NOTE: The audit or written certification must be submitted to Accounting - Grants, S.C. Department of Public Safety, *no later than the tenth month after the end of the audit period.*

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular A-128 or OMB A-133 or in compliance with generally accepted accounting principles in accordance with the Government Auditing Standards, whichever is applicable.

Any information regarding the OMB Circular audit requirements will be furnished by Accounting - Grants, S.C. Department of Public Safety, upon request.

***NOTE:** The Audit Period is the organization's fiscal or calendar year to be audited.

Failure to complete this form will result in your grant award being delayed and/or cancelled.

PROGRAM NARRATIVE

Page 7

- 1) **PROBLEM STATEMENT:** Describe the problem as it exists in your particular community. The problem definition identifies the nature and magnitude of the specific problem that you wish to address through this proposed project. Remember to document the problem and not the symptoms or solutions of the problem. Document any statements with valid, updated statistical data, outlining the source/date of your information. Prior data may be used to show changes in the magnitude of severity of the problem. Use additional sheets if necessary.

PROGRAM NARRATIVE

Page 8

- 2) Needs Assessment: Describe how you assessed the need for this project (e.g., studies, questionnaires, interviews, public hearings, statistical analysis, etc).

PROGRAM NARRATIVE

Page 9

- 3) Project Description: The purpose of this section is to first describe the broad goals of your project. Then, describe a specific plan for conducting the project and a rationale for the tasks and activities to be employed to address the problem outlined in Section 1.

PROGRAM NARRATIVE

Page 10

- 4) Project Objective(s): Objectives are specific (preferably quantifiable) statements of the expected results of the project. They should express the desired outcome or condition -- not processes or activities. Objectives must be related to the problem(s) outlined in Section 1.

PROGRAM NARRATIVE

Page 11

- 5) Performance Indicators (Assessment and Evaluation Criteria): Based upon your objectives, state how each objective will be measured. Performance indicators should be matched to your specific project objectives outlined in section 4 (i.e., if there are 5 objectives, then there should be 5 matching performance indicators). Performance indicators should state who will gather what information, how often, and how you will determine if changes are needed in either the methods or objectives.

- 6) Project Continuation Potential: Explain how project activity could be continued after grantor assistance is no longer available.

PROGRAM NARRATIVE

Page 12

Target Population or Service Delivery Area: Describe the types of offenders or potential offenders that will be targeted by this project and/or the service delivery area.

8) Project Abstract: Provide a brief (paragraph) summary of the project's purpose, target group, location, projected number of juveniles to be served, and the general expected results of the project.

PROJECT TITLE:

AGENCY:

ADDRESS:

CONTACT PERSON:

TELEPHONE NUMBER:

FAX NO.

[illegible]

The implementation schedule is intended to give our office a proposed list of activities planned, when they are to be implemented, and the person responsible. Exact dates are not necessary in the "Implementation Proposed Time Frame" section. Please use an "X" to denote which quarter you plan to implement the activity. This schedule will be used to reflect the actual activities, dates, etc. in the "Implementation Actual Time Frame" section when the grant project is monitored.

JUVENILE JUSTICE PROGRAMS GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

1. Availability of Federal Funds: This grant award is contingent upon availability of federal funds approved by Congress.
2. Applicable Federal Regulations: The Subgrantee must comply with the Office of Management and Budget (OMB) Circulars, as applicable: A-21 Cost Principles for Educational Institutions; A-87 Cost Principles for State and Local Governments; A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions; and, A-122 Cost Principles for Non-Profit Organizations. Also, the Subgrantee must comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part II, Applicability of Office of Management and Budget Circulars; Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 42, Non-discrimination Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Part 66 (formerly OMB Circular A-102), Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
3. Allowable Costs: The allowability of costs incurred under any grant shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in the applicable OMB Circulars referenced above.
4. Audit Requirements: The subgrantee agrees to comply with the requirements of OMB Circular A-133. Further, records with respect to all matters covered by this grant shall be made available for audit and inspection by the State Funding Agency (SFA) and/or any of their duly authorized representatives. If required, the audit report must specifically cite that the report was done in accordance with the OMB Circular. If a compliance audit is not required, a written certification must be provided at the end of each audit period stating that the subgrantee has not expended the amount of federal funds that would require a compliance audit. The subgrantee agrees to accept these requirements by the completion of Page 6 of this application. **The State Funding Agency (SFA) will only pay the grant portion of compliance audit costs and only if a compliance audit is required. Funding for accounting services is not allowed.**
5. Equal Employment Opportunity: No person shall on the grounds of race, creed, color or national origin, be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under subgrants awarded pursuant to the Act governing these funds or any project, program, activity or subgrant supported by such requirements of Title VI of the Civil Rights Act of 1964, and all applicable requirements pursuant to the regulations of the Department of Commerce (Title 15, code of Federal Regulations, Part 8, which have been adopted by the Federal Funding Agency); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Labor Regulation 41 CFR Part 60; and the Department of Justice Non-discrimination Regulations 28 CFR Part 42, Subparts C, D, E and G. The subgrantee must therefore ensure it has a current Equal Employment Opportunity Program (EEOP) which meets the requirements of 28 CFR 42.301. The Subgrantee further agrees to post in a conspicuous place, available to all employees and applicants for employment, notices setting forth the provisions of The EEOP, as supplemented in Department of Labor Regulations 41 CFR Part 60.

The Subgrantee assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will immediately forward a copy of the findings to the SFA.
6. Conflict Of Interest: Personnel and other officials connected with this grant shall adhere to the requirements given below:
 - a. **Advice**: No official or employee of a state or unit of local government or of nongovernment grantees/subgrantees shall participate personally through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative agreement, claim, controversy, or other particular matter in which these funds are used, where to his knowledge he or his immediate family, partners, organization other than a public agency in which he is serving as officer, director, trustee, partner, or employee or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest.

JUVENILE JUSTICE PROGRAMS GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

b. **Appearance:** In the use of these grant funds, officials or employees of state or local units of government and nongovernmental grantees/subgrantees shall avoid any action which might result in, or create the appearance of:

- 1) Using his or her official position for private gain;
- 2) Giving preferential treatment to any person;
- 3) Losing complete independence or impartiality;
- 4) Making an official decision outside official channels; or
- 5) Affecting adversely the confidence of the public in the integrity of the government or the program.

7. **Bonding:** It is strongly recommended that all officials identified on this grant who have authority to obligate, expend or approve expenditures be bonded for an amount no less than the total amount of the grant, including match.

8. **Non-Supplanting Agreement:** The subgrantee shall not use grantor funds to supplant state or local funds or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled.

9. **Project Implementation:** The Subgrantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of project implementation must be detailed in the first quarterly report.

10. **Written Approval of Changes:** Any changes to this subgrant, which are mutually agreed upon, must be approved, in writing, by the SFA prior to implementation or obligation and shall be incorporated in written amendments to this grant. This procedure for changes to the approved subgrant is not limited to budgetary changes, but also includes changes of substance in project activities and changes in the project director or key professional personnel identified in the approved application.

11. **Contract Approval Requirements:** The Subgrantee must receive approval of all contract agreements for services and products from the SFA prior to execution. The contract will require review and approval by appropriate staff. Every contract will identify by name all researchers, agents or vendors providing the service or product stipulated. If written approval of the contract is given, an executed copy of the contract must be submitted to the SFA prior to payment or within 30 days of signature, whichever comes first.

In addition to the above requirements, consultant contractors (both individual and consulting firm) will be required to file quarterly progress and fiscal reports. Such reports will include an accounting of all financial transactions completed during the reporting period as well as a description of the actual services provided. Final progress, narrative and fiscal reports will be required within 30 days after the completion of the contract. The final fiscal report must contain a complete accounting of financial transactions for the entire contract period. In the final narrative report, the contractor must provide a specific statement as to the total services or products provided under the terms of the contract.

12. **Individual Consultants:** Billings for consultants who are individuals must include at a minimum: a description of services; dates of services; number of hours services performed; rate charged for services; and, the total cost of services performed. Individual consultant costs must be within the prevailing rates, not to exceed the maximum of \$450.00 per day.

13. **Dual Employment Compensation:** Dual employment compensation must be approved by the SFA prior to contracting with consultants. An appropriate dual employment compensation form must be completed and submitted to the SFA.

14. **Sole Source Procurement:** Use of sole source procurement is discouraged. Sole source purchases will be awarded only under exceptional circumstances and must follow precisely the procedure set forth in the South Carolina Consolidated Procurement Code. All sole source purchases will require the explicit prior written approval of the SFA.

JUVENILE JUSTICE PROGRAMS GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

15. Bidding Requirements: The subgrantee must comply with proper competitive bidding procedures as required by 28 CFR Part 66 (formerly OMB Circular A-102) or OMB Circular A-110, as applicable.

On any items, including those bid in the aggregate, whose total cost is less than \$5,000, the bids do not have to be submitted to the SFA for review and approval. However, adequate documentation must be maintained in the subgrantee's files and made available for review by SFA staff upon request.

On any items, including those bid in the aggregate, whose total cost is \$5,000 or more, bids must be submitted to the SFA for review and approval prior to acceptance of any bid. Please refer to the Administrative Procurement Procedures for further instructions.

16. Personnel and Travel Costs: Personnel and Travel costs must be consistent with the agency's policies and procedures and must be applied uniformly to both federally financed and other activities of the agency. In the absence of agency regulations, travel costs must not exceed the rate set by state regulation, a copy of which is available upon request. However, at no time can the agency's travel rates exceed the federal rate established by the Internal Revenue Service. If travel costs are included in the grant application, a copy of the agency's policies and procedures manual or its Board's signed minutes must be submitted with the application which provide mileage and per diem rates.

17. Rental Cost: The SFA will only pay the grant portion of rental costs. Grant participation in mortgage payments is unallowable. Prior to final approval of rental costs, a copy of the lease agreement must be provided to the SFA as well as the total square footage included in the rental agreement and the amount of square footage requested to be funded under this grant. The Subgrantee must request approval, in writing, when:

- a. The total rental space requirement, including space for files, conference, mail, supply, reproduction and storage rooms, is in excess of 150 square feet per employee. Space required for intermittent and/or part-time employees may be included in the space requirement.
- b. The rental charge exceeds \$10 monthly per square foot. The subgrantee must certify in writing that the requested rental charge is consistent with the prevailing rates in the local area and shall maintain documentation in its files to support such a determination.

18. Obligation of Grant Funds: Grant funds may not, without advance written approval by the SFA be obligated prior to the effective date of award or approved revision. No obligations are allowed after the end of the grant period, and the final request for payment must be submitted no later than 45 calendar days after the end of the grant period.

19. Utilization and Payment of Grant Funds: Funds awarded are to be expended only for purposes and activities covered by the subgrantee's approved project plan and budget. Items must be in the subgrantee's approved grant budget in order to be eligible for reimbursement. Payments will be adjusted to correct previous overpayments and disallowances or under payments resulting from audit.

Claims for reimbursement must be submitted no more frequently than once a month and no less than once a quarter. Grants failing to meet this requirement, without prior written approval, are subject to cancellation. Claims for reimbursement must be fully documented as detailed in the Request for Payment Instructions.

20. Recording and Documentation of Receipts and Expenditures: Subgrantee's accounting procedures must provide for accurate and timely recording of receipt of funds by source, of expenditures made from such funds, and of unexpended balances. These records must contain information pertaining to grant awards, obligations, unobligated balances, assets, liabilities, expenditures and program income. Controls must be established which are adequate to ensure that expenditures charged to the subgrant activities are for allowable purposes. Additionally, effective control and accountability must be maintained for all grant cash, real and personal property, and other assets. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, grant award documents, etc.

JUVENILE JUSTICE PROGRAMS GRANT TERMS AND CONDTIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

21. **Financial Responsibility:** The financial responsibility of subgrantees must be such that the subgrantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria as outlined in the Office of Justice Programs guideline manual entitled, "*Financial and Administrative Guide for Grants*."
- a) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
 - b) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
 - c) The accounting system should provide accurate and current financial reporting information.
 - d) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed management policies.
22. **Reports:** The subgrantee shall submit, at such times and in such form as may be prescribed, such reports as the SFA may reasonably require, including quarterly financial reports, progress reports, final financial reports and evaluation reports.
23. **Program Income:** All program income generated by this grant during the project must be reported to the SFA quarterly (on the quarterly fiscal report) and must be put back into the project or be used to reduce the grantor participation in the program. The use or planned use of all program income must have prior written approval from the SFA.
24. **Retention of Records:** Records for non-expendable property purchased totally or partially with grantor funds must be retained for three years after its final disposition. All other pertinent grant records including financial records, supporting documents and statistical records shall be retained for a minimum of three years after the final expenditure report. However, if any litigation, claim or audit is started before the expiration of the three year period, then records must be retained for three years after the litigation, claim or audit is resolved.
25. **Property Control:** Effective control and accountability must be maintained for all personal property. Sub-grantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes. Subgrantees should exercise caution in the use, maintenance, protection and preservation of such property.
- a. **Title:** Subject to the obligations and conditions set forth in 28 CFR Part 66 (formerly OMB Circular A-102), title to non-expendable property acquired in whole or in part with grant funds shall be vested in the subgrantee. Non-expendable property is defined as any item having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.
 - b. **Property Control Record Form:** At the time the final request for payment is submitted, the subgrantee must file with the SFA a copy of the Property Control Record Form (provided by the SFA) listing all such property acquired with grant funds. The subgrantee agrees to be subject to a biennial audit by the SFA and/or its duly authorized representatives for verification of the information contained in the Property Control Record Form.
 - c. **Use and Disposition:** Equipment shall be used by the subgrantee in the program or project for which it was acquired as long as needed, whether or not the program or project continues to be supported by federal funds. When use of the property for project activities is discontinued, the subgrantee shall request, in writing, disposition instructions from the SFA prior to actual disposition of the property. Theft, destruction, or loss of property shall be reported to the SFA immediately.

JUVENILE JUSTICE PROGRAMS GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

26. Performance: This grant may be terminated or fund payments discontinued by the SFA where it finds a substantial failure to comply with the provisions of the Act governing these funds or regulations promulgated, including those grant conditions or other obligations established by the SFA. In the event the subgrantee fails to perform the services described herein and has previously received financial assistance from the SFA, the subgrantee shall reimburse the SFA the full amount of the payments made. However, if the services described herein are partially performed, and the subgrantee has previously received financial assistance, the subgrantee shall proportionally reimburse the SFA for payments made.
27. Deobligation of Grant Funds: All grants must be deobligated within forty-five(45) calendar days of the end of the grant period. Failure to deobligate the grant in a timely manner will result in an automatic deobligation of the grant by the SFA.
28. Evaluation Summary: An evaluation summary of the progress achieve in accomplishing each of the grant period. Failure to deobligate the grant in a timely manner will result in an automatic deobligation of the grant by the SFA.
29. Copyright: Except as otherwise provided in the terms and conditions of this grant, the subgrantee or a contractor paid through this grant is free to copyright any books, publications or other copyrightable materials developed in the course of or under this grant. However, the federal awarding agency and/or state funding agency (SFA) reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government and/or SFA purposes:
 - a. the copyright in any work developed under this grant or through a contract under this grant; and,
 - b. any rights of copyright to which a subgrantee or subcontractor purchases ownership with grant support.

The federal government's rights and/or the SFA's rights identified above must be conveyed to the publisher and the language of the publisher's release form must ensure the preservation of these rights.
30. Cash Depositories: Subgrantees are required to deposit grant funds in a federally insured banking institution, and the balance exceeding insurance coverage must be collaterally secured.
31. Furniture Purchase Requirements (For State Agencies Only): The SFA requires that furniture funded by the grant (both grantor and match) be purchased through the South Carolina Department of Corrections, Prison Industries Program (PI). The subgrantee may purchase grant funded furniture through another vendor only if, (a) PI is unable to guarantee delivery within eight (8) weeks of the placement of the order, or (b) the subgrantee receives a bid for furniture of equal or higher specifications for less than the PI cost. If (a) or (b) is utilized, the Project Director or Authorized Official must certify this process. The certification must accompany the Request for Payment for the applicable items.

Regardless of purchase source, the PI cost will be the maximum allowed by the grant. The maximum limit applies to Grantor funds and Match funds and any combination of the two. The subgrantee should contact a customer services representative at PI at 1-800-922-8121.
32. Americans with Disabilities Act of 1990 (ADA): The subgrantee must comply with all requirements of the Americans with Disabilities Act of 1990 (ADA), as applicable.

JUVENILE JUSTICE PROGRAMS GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

33. Compliance With Section 504 Of The Rehabilitation Act of 1973 (Handicapped): All recipients of federal funds must comply with Section 504 of the Rehabilitation Act of 1973 (The Act). Therefore, the federal funds recipient pursuant to the requirements of The Act hereby gives assurance that no otherwise qualified handicapped person shall, solely by reason of handicap be excluded from the participation in, be denied the benefits of or be subject to discrimination, including discrimination in employment, in any program or activity that receives or benefits from federal financial assistance. The recipient agrees it will ensure that requirements of The Act shall be included in the agreements with and be binding on all of its subgrantees, contractors, subcontractors, assignees or successors.
34. Utilization of Minority Businesses: Subgrantees are encouraged to utilized qualified minority firms where cost and performance of major contract work will not conflict with funding or time schedules.
35. Confidential Information: Any reports, information, data, etc., given to or prepared or assembled by the subgrantee under this grant which the SFA requests to be kept confidential shall not be made available to any individual or organization by the subgrantee without prior written approval of the SFA.
36. Political Activity: None of the funds, materials, property or services provided directly or indirectly under this contract shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office, or otherwise in violation of the provisions of the "Hatch Act."
37. Debarment Certification: The subgrantee must comply with Federal Debarment and Suspension regulations by requiring completion of "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions" by subrecipients prior to entering into a financial agreement with the subrecipients for any transaction as outlined below:
 - a. Any procurement contract for goods and services, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold (which is \$25,000 and is a cumulative amount from all federal funding sources).
 - b. Any procurement contract for goods and services, regardless of amount, under which the subrecipient will have a critical influence on or substantive control over the transaction.

The subgrantee is responsible for monitoring the submission and maintaining the official document.
38. Drug-Free Workplace Certification: This Certification is required by the S. C. Drug-Free Workplace Act #593 of 1990 and federal regulations implementing the Federal Drug-Free Workplace Act of 1988. The federal regulations, published in the January 31, 1989 Federal Register, require certification by state agency subgrantees that they will maintain a drug-free workplace. The South Carolina Drug-Free Workplace Act requires certification by all subgrantees receiving \$50,000 or more. The Certification is a material representation of fact upon which reliance will be placed when the SFA determines to award the grant. False Certification or violation of the Certification shall be grounds for suspension of payments, suspension or termination of the grant; or government-wide suspension or debarment.
39. Disclosure of Federal Participation: In compliance with Section 623 of Public Law 102-141, the subgrantee agrees that no amount of this award shall be used to finance the acquisition of goods and services (including construction services) for the Project unless the subgrantee:
 - a. specifies in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amount of Federal funds that will be used to finance the acquisition; and,
 - b. expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition.

The above requirements only apply to a procurement for goods or services (including construction services) that has an aggregate value of \$500,000 or more.

JUVENILE JUSTICE PROGRAMS GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

40. Publications: The subgrantee agrees that any publication (written, visual, or sound, but excluding press releases, newsletters, and issue analyses) issued by the subgrantee describing programs or projects funded in whole or in part with federal funds, sh

"This project was supported by Federal Formula Grant # [REDACTED], (refer to the Grant Award for the Federal Formula Grant Number which can be found immediately after the CFDA No.) awarded by the Bureau of Justice Assistance, U.S. Department of Justice through the South Carolina Department of Public Safety. The Assistant Attorney General, Office of Justice Programs, coordinates the activities of the following program offices and bureaus: Bureau of Justice Assistance, Bureau of Justice Statistics, National Institute of Justice, Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the U. S. Department of Justice."

The subgrantee also agrees that one copy of any such publications will be submitted to the SFA to be placed on file and distributed as appropriate to other potential subgrantees or interested parties. The SFA may waive the requirement for submission of any specific publication upon submission of a request providing justification from the subgrantee.

41. Closed-Captioning of Public Service Announcements: Any television public service announcement that is produced or funded in whole or in part by any agency or instrumentality of Federal Government shall include closed captioning of the verbal content of such announcement.
42. Non-Profit Organization Special Requirement: In accordance with the revised OMB Circular A-110, effective February 10, 1987, non-profit organizations shall maintain advances of federal funds in interest bearing accounts. Interest amounts earned on all advances of Federal grant funds up to \$250 per fiscal year may be retained by the recipient for administrative expense. This amount is not per award but from all funds received as a result of Federal programs. Annually remit interest earned (over and above the \$250 per fiscal year) on advances of Federal grant funds to the United States Department of Health and Human Services, Division of Payment Management Services, Post Office Box 6021, Rockville, MD 20852. In order to simplify compliance with this requirement, we suggest that the subgrantee have a separate bank account for funds received under this grant.
43. Fiscal Regulations: The fiscal administration of grants shall be subject to such further rules, regulations and policies concerning accounting and records, payment of funds, cost allowability, submission of financial reports, etc., as may be prescribed by the SFA Guidelines or "Special Conditions" placed on the grant award.
44. Compliance Agreement: The subgrantee agrees to abide by all Terms and Conditions including "Special Conditions" placed upon the grant award by the SFA. Failure to comply could result in a "Stop Payment" being placed on the grant.

GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under the applicable CFR covering New Restrictions on Lobbying, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certifications shall be treated as a material representation of fact upon which reliance will be placed when the State Funding Agency (SFA) determines to award the covered transaction, grant or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented by the applicable CFR, for persons entering into a grant or cooperative agreement over \$100,000, as defined by the applicable CFR, the applicant certifies that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -- LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (SUB-RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented under the applicable CFR, for prospective participants in primary covered transactions, as defined in the applicable CFR --

- A. The applicant certifies that it and its principals:
 - (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (3) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A(2) of this certification; and
 - (4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. A. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS) -- APPLICABLE TO GRANTEES RECEIVING \$50,000 OR MORE AND ALL STATE AGENCIES REGARDLESS OF GRANT AMOUNT.

As required by the S.C. Drug-Free Workplace Act #593 of 1990 and the Federal Drug-Free Workplace Act of 1988 and implemented under the applicable CFR for grantees --

The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (2) Establishing an on-going drug-free awareness program to inform employees about --
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation and employee assistance programs, and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (3) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1);
- (4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will --
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (5) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (4)(b), from an employee or otherwise receiving actual notice of such conviction. Employers or convicted employees must provide notice, including position title, to the State Funding Agency. Notice shall include the identification number(s) of each affected grant;
- (6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted --
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5) and (6).

B. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS) -- APPLICABLE TO GRANTEES RECEIVING \$50,000 OR MORE.

As required by the S.C. Drug-Free Workplace Act #593 of 1990 and the Federal Drug-Free Workplace of 1988, and implemented under the applicable CFR for grantees --

- A. As a condition of the grant I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction to the State Funding Agency.

JUVENILE JUSTICE PROGRAMS GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

GRANT NO. **CERTIFICATION BY PROJECT DIRECTOR ***

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

Name:

(Please Print or Type)

Title: Agency: Address: Phone Number: Fax Number: E-Mail Address:

Signature: _____

Bonded: ☐ Yes ☐ No**CERTIFICATION BY FINANCIAL OFFICER ***

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this grant application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Financial Officer as they relate to the fiscal terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

Name:

(Please Print or Type)

Title: Agency: Address: Phone Number: Fax Number: E-Mail Address:

Signature: _____

Bonded: ☐ Yes ☐ No

JUVENILE JUSTICE PROGRAMS GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

GRANT NO. **CERTIFICATION BY OFFICIAL AUTHORIZED TO SIGN ***

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

The Omnibus Appropriations Act of 1996 requires that subgrantees provide assurance that subgrant funds will not be used to supplant or replace local or state funds or other resources that would otherwise have been available for law enforcement and/or criminal justice activities. In compliance with that mandate, I certify that the receipt of federal funds through the State Funding Agency shall in no way supplant or replace state or local funds or other resources that would have been made available for law enforcement and/or criminal justice activities.

Name:

(Please Print or Type)

Title: Agency: Address: Phone Number: Fax Number: E-Mail Address:

Signature: _____

Bonded:

☐ Yes☐ No

*** NOTE:** THE PROJECT DIRECTOR, FINANCIAL OFFICER AND OFFICIAL AUTHORIZED TO SIGN CANNOT BE THE SAME PERSON. STAFF BEING FUNDED UNDER THIS GRANT MAY NOT BE ANY OF THE ABOVE OFFICIALS WITHOUT SFA APPROVAL.

CPM PROJECT COURSE

Office Of Human Resources

I release the materials submitted and final copy of my CPM project paper for reproduction, distribution, publication or other educational purposes by the Office of Human Resources.

Signature: Angie P. Dukes

Name: Ginger P. Dukes